



JOB DESCRIPTION

Job Title	Jr. Estimator
Department	Estimating
Classification	Nonexempt
Job Reports to	Director of HVAC Estimating

Job Summary

Assemble and prepare estimates from either completed or partial documents in the discipline each estimator is responsible.

Major Responsibilities/Activities

- Attend job walks when required.
- Read and adhere to compliance with Bid instructions and Project Specification.
- Prepare material quantity take-offs using “On-Screen” Trimble estimating software.
- Assist in preparation of project-specific proposal documents.
- Review estimates and participate in final pricing review with Bid Leaders.
- Follow-up with clients on proposal and bid results.
- Participate in project turnover meetings and be able to discuss potential opportunities and pitfalls of the project.
- Prepare/assist Operations in establishing schedule of values for the project.
- Assist in preparation of estimates for change orders to support Operations.
- Obtain quotes from vendor and subcontractors, and analyze their scopes for accuracy and completeness.
- Establish relationships with the equipment, material and subcontracting communities. Advise our vendors of upcoming bids for them to quote.
- Maintain a historical record of project costs, scope and benchmark pricing indices.
- Commit to an education in learning new and emerging technologies and HVAC design concepts.

Minimum Requirements

- Engineering degree or construction degree with 4 years of estimating experience.
- For Tradesman applicants, requires 4 years of field estimating and installation.
- Knowledge of “On-Screen” Trimble Mechanical Estimating Software.
- Knowledge and usage of Microsoft Excel, Word, and Outlook.

Essential Physical Functions

Sit or stand for extended periods of time preparing take-offs.

Equipment Used

A workstation consisting of two monitors and a desktop or laptop computer

Additional Comments

Knowledge of Mechanical code (2016 CMC) is a plus.

Sheet metal Journeyman tradesman is a plus.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

