

Title: Senior Commercial Estimator

Position Summary:

The Senior Commercial Estimator reports to the Corporate Estimating Manager and is responsible for all activity in their region of assignment pertaining to estimating Commercial HVAC jobs which includes equipment take offs from plan sets and analysis of written specifications. Provides plan and spec quotes and estimating support to multiple sales offices within the Sigler organization. The Commercial Senior Estimator will be assigned a region of responsibility consisting of 5-12 branch locations.

Key Duties and Responsibilities:

- Assigns and supervises the work of estimators assigned to a team
- Trains and develops estimators in product knowledge, industry standards and estimating practices
- Prepares bids of commercial HVAC projects using various estimating and job tracking software and methods
- Coordinates with outside vendors, sales personnel and internal department resources to prepare quotations
- Prepares and distributes miscellaneous correspondence and reports daily to sales personnel
- Maintains records of quotations and other project related materials
- Manages quotation and job tracking databases for the Commercial HVAC sales personnel
- Participates in sales meetings and training events
- May be required to travel to other sales offices or manufacturers facilities

Critical Knowledge and Skills:

- Self-starter with excellent organizational and multi-tasking skills
- Ability to work in a fast paced environment and to juggle many projects at a time
- Must have excellent interpersonal and communication skills
- Reliable and willing to work hours dictated by the demands of the job
- Ability to respond effectively to daily issues
- Exhibit strong attention to details
- Must be computer literate including knowledge of Microsoft Office products
- Must type no less than 35 WPM
- Adept with basic math skills using cost and sell multipliers as well as understanding of margin and markup percentages
- Knowledge of extensive HVAC Industry practices as well as knowledge of equipment, design, building codes, etc.
- Must set price levels as determined by management
- Understanding of project follow up, lost, sold, etc.
- Ability to effectively and appropriately exercise independent discretion and judgment in the absence of direct guidance

Education and Experience:

- Higher education or engineering experience desirable
- 5+ years of estimating experience in the HVAC industry including estimation of equipment such as package units, split systems, chillers, air handlers, fan coils, pumps, boilers, VFD's, heat exchangers, fans, etc.
- Prior supervisory experience desirable