

## Title: Estimator

### Position Summary:

The Estimator reports to the Senior Estimator and is responsible for estimating commercial HVAC projects including take-offs from plan sets, and analysis of written specifications. Provides routine job bidding reports and job follow-up reports, handles internal calls, and provides quotes via phone, fax, and e-mail. Provides plan and spec estimating support to multiple sales offices within the Sigler organization.

### Key Duties and Responsibilities:

- 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
- 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 and type at least 35 wpm
- Adept with basic math skills using cost and sell multipliers as well as understanding of margin and markup percentages
- Knowledge of basic HVAC Industry practices as well as knowledge of equipment, design, building codes, etc.
- 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:

- High School Diploma or GED required
- BS degree in engineering preferred
- 3 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.
- 3-4 years in engineering experience preferred