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| Job Title: | Estimator II | Job Category: | Salary - Exempt |
| Department/Group: | 00/07 | Job Code/ Req#: | |
| Location: | Naples | Travel Required: | No |
| Level/Salary Range: | | Position Type: | Full Time |
| HR Contact: | Kurt Englund | Date posted: | |

JOB SUMMARY: Primary responsibility of this position is to estimate all assigned jobs and residential calls in a timely manner and maintain accuracy within Conditioned Air’s scope. Responsibility is to work effectively with team members in the Estimating Dept to accomplish all goals and produce estimates on time and on budget. This position reports directly to the Estimating Manager.

HOURS: Mon. thru Fri. 7:30am-4:00pm. Position requires ½ hour lunch break. Additional time worked may be required to complete daily required tasks.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. The following tasks/responsibilities are typical of the position but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

TASKS & RESPONSIBILITIES:

1. Review specifications and drawings to determine scope of work and required contents of estimate.
2. Gathering, calculating and compiling take off data for use in bid proposal estimates.
3. Participate in pre-bid meetings, bid strategy.
4. Attend turnover meeting with project staff to communicate the unique aspects of the project to the installation team.
5. Prepare change order work for ongoing projects when requested.
6. Work with other departments as directed in the preparation of estimates.
7. Have and develop strong relationships with subcontractors and suppliers and have a solid understanding of their capabilities.
8. Review estimates and make changes as needed.
9. Handle most complex estimating bids and projects, Residential and Light Commercial.
10. Required to run residential calls and use ladders.
11. Demonstrate role model behavior in accordance with our Core Values.
12. Ability to multitask – Focus on Quantity and Quality of work and to follow through on assigned tasks until completion.
13. Teamwork – Evaluating departmental workload requirements and contributing where needed.
14. Other duties as assigned.

RELATIONSHIP TO OTHERS:

The Estimator reports directly to the Estimating Manager in Naples and will work closely with other internal support staff. Optimally, over time the Estimator will have increased opportunity and assume increased responsibility for meeting department’s needs. It is therefore necessary that the Estimator maintain a satisfactory client relationship, relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Estimator must display a demeanor that exhibits our Mission Statement and Core Values at all time, as well as show empathy, patience, understanding and a genuine interest in others and their development. The Estimator will perform a lead role in promoting departmental communications and cooperation.

REQUIRED SKILLS/QUALIFICATIONS:

- Minimum of 5 years construction industry estimating and designing experience for residential HVAC and light commercial with computerized estimating software
- Strong conceptual estimating experience required
- Strong work ethic and positive attitude
- Proficient with computer, internet and software programs including MS Office suite (Word, Excel and Outlook), Wrightsoft (AutoCAD LT, FastDuct and Energy Gauge a plus)
- Effective oral and written communication skills
- Software experience:
 - Wrightsoft, Energy Gauge, FastDuct
- Attention to detail in typing and proofing materials, establishing priorities and meeting deadlines.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

WORKING CONDITIONS:

- May require outside work in cold or hot weather; may require work in awkward or cramped positions and sometimes required to work in high places.
- Will require mobility throughout all facilities including stairs and confined spaces.
- Will be required to reach areas not easily accessible by means of climbing, stooping and bending.

EDUCATION & FORMAL TRAINING:

- High School diploma or GED preferred.

EXPERIENCE:

- Minimum of 5 years construction industry estimating and designing experience for residential HVAC and light commercial with computerized estimating software.
- Software experience: Wrightsoft , Energy Gauge, FastDuct

Materials and Equipment Used:

Office Equipment; phone, copier, computer, and fax.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Kurt Englund | Date/Time: | 3/24/17 |