

## HVAC Construction Estimator

### Description

Analyzes the scope of a proposed heating, ventilation, and air conditioning commercial projects to create a detailed estimate of the project's cost by gathering all vendor proposals, project plans & specifications, and all other related documents. Identifies labor, material, and time requirements required to complete the proposed project by studying mechanical & all associated trades' plans & specifications, and any & all other related documents.

### Responsibilities

- Receive and review all requests for proposals from new and existing customers, and make appropriate determination and selection of desired projects to bid.
- Set up bid files and download all required documents.
- Perform site surveys and attend pre-bid job walks.
- Accurately estimate plan/spec and/or design/build mechanical HVAC plans, using onscreen computer estimating and all other related software in a timely manner.
- Create, review, and analyze all projects costs (base costs, change orders, credits, and budgets) using excel and word programs.
- Maintain estimating logs.
- Follow up, solicit, and secure LOIs and/or contracts for proposed projects.
- Establish and maintain new & current vendor relationships, ensuring best pricing practices and competitive bids.
- Interact with the team members in sales, project management, field staff, supervision, and other associated ACS team members. Ensure all projects are bid accurately and come to a successful completion, under budget, and according to plans and specifications.
- Interact with customers & vendors at ACS sponsored events, encouraging and maintaining long term relationships.

### Qualifications

- Minimum 3+ years of estimating experience in the HVAC industry
- Ability to read and comprehend mechanical drawings and other construction documents (architectural, structural, electrical, & plumbing), and coordinate with associated trade documents.
- Knowledge of different types of HVAC systems and their components.
- Possess strong verbal and written communication skills.
- Self-motivated, organized, punctual, dependable, hands on, and can multi-task in a fast pace environment.
- Experience with estimating software systems preferred.
- Working knowledge of Microsoft Office products
- Deadline and detail-oriented; able to work efficiently within in a fast-paced, collaborative environment.

### Hiring organization

Air Control Systems

### Valid through

31.12.2022

### Job Location

San Diego and Ontario