

AC CORPORATION

JOB DESCRIPTION

TITLE: Mechanical Piping Estimator

REPORTS TO: Vice President, Estimating

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JOB SUMMARY:

This position analyzes blueprints, specifications, proposals, and other documentation to prepare time, material, equipment and labor estimates involved in assigned products, projects, or services. The incumbent must apply knowledge of specialized methodologies, techniques, principles or processes acquired through education and/or prior experience.

DIRECT REPORTS:

- None

JOB DUTIES AND RESPONSIBILITIES:

- Prepares preliminary estimates for planning purposes and detailed itemized estimates based on final plans and specifications
- Surveys jobsites
- Reads and comprehends plans and specifications for the scope of work
- Understands engineering, technical manuals and data reports
- Analyzes proposals and determines successful bids
- Confers with engineers, owners, general contractors, colleagues and vendors
- Develops spreadsheets in Excel
- Estimates custom fabricated units for Piping take offs

EDUCATION & SKILL REQUIREMENTS

- Knowledge of mechanical systems and services
- Knowledge of plumbing and piping systems and services
- Minimum of high school diploma; experience in the HVAC industry preferred
- Computer literate: must be experienced with MS Word, Excel and Outlook; experience with QuickPen and Maxwell Systems desired
- Experience with other computerized piping take off programs: "Pro Contractor", "View Point Estimating", or other

PHYSICAL REQUIREMENTS: Ability to sit/stand 8 hours per day; stoop, kneel, crouch, crawl, bend, climb and balance

MENTAL REQUIREMENTS: Ability to read, understand, and carry out oral and written instructions; must be mature and use reason and logic to resolve problems