

## **HVAC Estimator**

Frontier Mechanical is a successful, locally owned mechanical contracting company with over 33 years serving Colorado.

Now hiring a HVAC Estimator with 5+ years on medium-large scale commercial projects.

Job Description: Prepare cost estimates for construction projects or services. Specialize in bidding for specific trade of expertise; ideal candidate can prepare complete package proposals.

Key Responsibilities and Accountabilities:

- Procure new HVAC installation projects, through successful, accurate, bid practices.
- Develop and maintain solid and long lasting relationships with current customer base while continuing to pursue new customers. Assist management with negotiated work pursuits.
- Carefully read, review, evaluate and bid all prospective project specifications and plans, including late revisions and/or change orders.
- Have accurate and up to date knowledge and specific information on each project regarding applicable wages, taxes, codes, permits, fees, rules and regulation requirements per each project location.
- Communicate and follow up both verbally and in writing to everyone involved with project including: general contractor, accounting, project manager, project foreman, project coordinator and administrator, construction coordinator, suppliers, subcontractors, etc.
- Request job numbers while including bid summary sheet, proposal, projected schedule and projected man hours.
- Conduct project hand-off meetings and provide budget summary, schedule of values, all other bid documentation and hand--off packets for each project bid.
- On-screen estimating experience. Preferred software: Quote Express

Benefits include. . .Dental plan, Vision plan, Health insurance, Life insurance, Short-term disability, 401(k), Incentive Programs, Paid Vacation/Hol

Send resume and salary requirements for immediate consideration.