

## HVAC Project Manager/Estimator – Job Description

The HVAC Project Manager/Estimator provides project management and estimating for mechanical construction projects. This includes project estimating, bidding, budgeting, scheduling, cost control, labor management, material procurement, quality control, jobsite safety and customer satisfaction.

### Requirements:

The person in this position must have a strong understanding of construction, plumbing, estimating and project management for plan and specification as well as design build projects; preferably with 5+ years of HVAC experience.

### Responsibilities:

- Oversee projects from start to finish to ensure project is constructed in accordance with design, budget and schedule.
- Demonstrate ability to read and understand contracts, construction documents, plans and specifications.
- Prepare and manage construction project schedules, workers, and resource needs.
- Prepare and track submittals, RFI's, change orders.
- Responsible for providing detailed estimates based upon conceptual documents as well as schematic, design development and construction documents.
- Responsible for all take-offs, pricing and producing the final estimate to be incorporated into the final work product.
- Review documents and identify project bid requirements, scope of work, critical schedule and sequences, non-standard work conditions, cost impacts, material and equipment data, safety and compliance requirements, risk management and special requirements.
- Prepares proposals along with necessary bid requirements (ie, work plans, schedules and bid breakdowns).
- Participates in pre-bid meetings, bid strategy meetings, and post construction meetings.
- Contacts suppliers, vendors & manufacturers to identify material and equipment pricing to support estimates.
- Coordinate with the Foreman on scheduling to ensure material is ordered and delivered at the required dates.
- Develop and maintain working relationships with local material suppliers and equipment vendors to provide current pricing for material and equipment.
- Manage and coordinate with subcontractors.
- Control all project costs, including material, labor, subcontractors, and other fees involved.
- Provide monthly project billing requirements to administration.
- Provide monthly project cost 'projections' documenting work done to date, work to be completed and percent complete of actual work completed vs. previous estimated costs to complete.

- Monitor material deliveries and verify packing slips are correct with actual material delivered.
- Coordinate the submission of all close-out documentation as required by the General Contractor

### **Minimum Job Requirements:**

- Bachelors degree in a construction or engineering related field or equivalent work experience.
- A minimum of 5+ years' experience in the plumbing/estimating construction industry
- HVAC and estimating experience required.
- QuoteSoft experience preferred.
- Possession of a valid Alaska driver's license and satisfactory driver record

### **Knowledge, Skills & Proficiencies:**

- Must have excellent communication skills; analytical, technical, writing, and interpersonal skills, which demonstrate an ability to organize, schedule, direct, control and manage construction projects and personnel.
- Proficient in the use of computers, Windows-based operating environment, Microsoft Office and Bluebeam.
- Ability to read and interpret blueprints.
- Knowledge of plumbing and piping installation
- Leadership skills
- Learning Adaptability
- Must have excellent time and self-management skills
- Problem solving skills
- Excellent work ethic
- Goal oriented
- Industry knowledge

### **Working Conditions and Physical Effort:**

- Requires physical work; lifting, pushing, or pulling required of objects up to 50 pounds.
- Physically able to stand, sit, move, squat, walk, and climb during the shift.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Must have the ability to handle stress to operate under deadlines

