



## **Building Automation System Project Estimator**

### **SUMMARY**

ModernControls is a rapidly growing company seeking an eager and hard-working professional to join our team as a Building Automation System (BAS) Estimator. As a BAS estimator you will be expected to operate independently, set priorities, and resolve competing needs to provide timely information and solve problems. This position will work closely with our sales team, project management team, engineering team, subcontractors, and suppliers. This position will focus on generating detailed cost estimates, creating bid scopes of work for both plan & spec and design build projects. Estimating tasks include material takeoff, equipment selection, development of cost estimate, development of engineering and field hours, and scope of work. You will read and interpret project plans and specifications and develop a complete estimate. This position combines the application of Controls/HVAC, Electrical/Lighting, Security, technical knowledge with the ability to efficiently develop cost estimates.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other functions may be assigned:**

- Review and evaluate invitations to bid, plans, and specifications to analyze project needs and understand scope of work, contract drawings and specifications.
- Attend pre-bid meetings and conduct site visits, to verify existing conditions that inform your cost estimate for the project.
- Provide clear and detailed cost estimates and quantity take offs from controls drawings or points lists.
- Create cost estimates consisting of materials, purchased equipment, and labor to assist in bidding or determining the project price for renovations, retrofits, new installations, upgrades, and change orders.
- Produce cost estimates for a project based on project plans and discussions with clients and engineers.
- Assemble accurate and well-organized cost estimates and provide narratives for in scope items, exclusions, and clarifications for inclusion in proposals.
- Stay up to date on product, supply, and subcontractor prices to ensure accurate estimates.
- Develop and maintain unit pricing and cost estimating database for material, labor and other costs associated with data for products, vendors, and subcontractors.
- Conduct research to determine needs for personnel, materials, and other factors which affect costs.
- Formulate cost break downs to include costs associated with material and all labor categories from estimates as well as for cost breakdown for project progress detailing.
- Meet with potential clients to discuss options for ongoing proposed services.
- Organize vendor and subcontractor quotations, negotiate pricing while ensuring quotes meet contract documents and requirements.
- Must have a thorough understanding and ability to read construction documents, including specifications, schematics, change orders, and submittals.
- Experience interacting with subcontractors and other vendors to solicit proposals.
- Estimated project size would be between \$20K and \$5M.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School or GED

4-Year degree in mechanical engineering or construction management

Or 2-Year technical degree with work experience in Controls/HVAC 2+ Years

### **Preferred Knowledge/Skills, Education and Experience:**

Understanding of layout, design, fabrication, and installation of Controls/HVAC, Electrical, Security systems

Additional field experience with controls installation and interaction is preferred

Experience in Industrial/Commercial HVAC, Building Automation Systems, Integration, Energy Management, Commissioning is preferred

Strong ability to review and evaluate prints, drawings, schematics, and written sequences of operation to develop digital takeoffs composed of a point list, controller selection, labor, and materials estimate

Advanced knowledge of computerized estimating techniques and cost control, plus the ability to interpret computerized cost data and systems are essential

Microsoft Products

OSHA 10 Certified

Valid driver's license and in good standing

Outstanding verbal and written communication skills

Strong organizational skills and the ability to multitask and balance several projects at a time

Thrive in a team environment

Builds trusting relationships to get work done