



Job Description

Job title	Junior Mechanical Estimator
Reports to	Senior Estimators

Job purpose

Their primary focus is analyzing costs and preparing estimates for mechanical construction projects. In addition, Junior Estimators may provide technical and administrative support to project operations with emphasis on estimating, reporting, and monitoring progress, planning, scheduling, and dealing with project changes. The job also involves take-offs of mechanical work including labour, materials and equipment required to complete projects as well as follow ups with customers and vendors and maintaining relationships with all parties involved in projects.

Duties and responsibilities

- Helping the Estimating Team to maintain systems for tracking bid invitations, addenda, bid documents, supplier quotes, and sub-contractor quotes.
- Prepare take-offs of probable costs of materials, labor and equipment for HVAC Projects (Sheet Metal / Plumbing Projects) based on contract bids, quotations, schematic drawings and specifications.
- Help with the preparation of bid packages and quotes.
- Putting together subs and suppliers' quotes on the day of closing.
- Turning over won projects to the project managers.
- Analyzing lost bids and low bids for more accurate bids in the future.
- Support estimating team following up on quotes for projects.
- Maintaining good relationships with suppliers and subcontractors to ensure Climate Works receives the most competitive pricing from them.
- Provide support to procurement team in the office.
- Advise on tendering procedures, examine and analyze tenders, recommend tender awards and conduct negotiations.
- Establish and maintain tendering process, set up cost monitoring, reporting systems and procedures.
- Participates in site review, tender review, tender hand-off, project closing and operational/sector meetings with the Senior Estimators, Project Manager, and Purchasing as required
- Prepare and maintain a directory of suppliers, contractors, and subcontractors
- Co-ordinate various small projects
- Place weekly bonds and insurance requests
- Administer calendars in the office with job showings, closing dates & closing times
- Prepare pre-qualification packages / create templates
- Coordinate email system for estimates and draft correspondence, as required
- Maintain clearance websites such as ComplyWorks, Avetta, and ISN

Qualifications

Qualifications include:

- Proficient knowledge, understanding and experience in the trade (HVAC/Plumbing/Sheet Metal)
- Knowledge of and experience working with Quotesoft are an asset
- Knowledge of BuildingConnected is an asset
- Knowledge of Procore is an asset
- Communicates Effectively and is Customer Focused
- Teamwork and Collaboration

- Ability to analyze cost and prepare estimates
- Strong ability to problem solve and work efficiently within a fast paced and dynamic work environment.
- Proficiency in the use of Microsoft Office applications (Word, PowerPoint, Excel, etc)

Working conditions

- Mostly office work but may be required to attend job showings and negotiation meetings outside of the office, when needed.
- Must be willing to put in long days as needed.

Physical requirements

N/A

Direct reports

N/A

Approved by:	Name: Christian Witt B. Position: General Manager
Date approved:	DD/MM/YY: 12/04/22
Reviewed:	