



Damuth Trane Position Opening

Job Title: Building Automation Systems Estimator
Department: Contracting
Reports To: Contracting Engineering & Estimating Team Leader
FLSA Status: Exempt (Salaried)
Posting Date: 4/14/2016

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 & Experience

- Required - High School diploma or equivalent
- Required - Associate's degree or equivalent from 2-year College or technical school with a certificate in Heating, Ventilation, and Air Conditioning and 3 years HVAC and BAS experience or equivalent combination of education and experience
- Required - Knowledge of various HVAC products, systems, electronics, DDC Controls design and installation, and pneumatic controls
- Required - Working knowledge of office equipment and Microsoft Office products
- Required - Working knowledge of various CAD programs
- Required – 5 years' experience reading, analyzing, and interpreting blueprints, sketches, specifications, general business periodicals, professional journals, technical procedures, or governmental regulations

Special Skills

- Preferred - Ability to write reports, business correspondence, and procedure manuals
- Preferred - Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Required - Self-motivated
- Required - Ability to work without constant supervision

Other Requirements:

- Required - Ability to pass drug screening.
- Required - Ability to pass formal background check.
- Required - Able to prove U.S. Employment eligibility.
- Required - Willing to travel locally as required.
- Required - Ability to lift and carry 25 pounds.
- Required - Mobility within the office and on job site

Certificates, Licenses, Registrations

- Required - Valid Driver's License and good driving record

Primary Role:

To provide *exceptional* customer service to internal and external customers by closely interacting with the Sales Engineers, Project Managers, Sales staff, subcontractors and material suppliers to ensure timely completion of a detailed cost estimate.

Essential Duties and Responsibilities include the following:

*Other duties may be assigned.

- Qualify jobs with Sales Staff to determine the level of estimate needed, (competitive, negotiated or flat specified).
- Responsible for creating cost estimates consisting of materials, sub-contractors, purchased equipment, labor, and other construction-related activities to assist Account Managers in bidding on or determining price of project.
- Utilize plans, specifications, and knowledge of controls/construction industry to analyze project needs and compile detailed cost estimates.
- Perform preliminary engineering.
- Responsible for the take-off and pricing of controls materials to ensure accuracy of quantity, size, configuration, voltage, options, etc.
- Responsible for identifying possible cost saving opportunities and/or risk items that will occur on various projects.
- Maintain competitive advantage by staying current with industry standards.
- Develop the scope of work for sub-contractors.
- Optimize job costs by negotiating prices with vendors/sub-contractors through quotations for materials/services.
- Coordinate controls equipment discounts with Southeast Territory Contracting Solutions Leader.
- Document work by maintaining files for each job.
- Responsible for holding job pre-bid meeting with Sales Staff and Sales Engineers to review scope, strategy, etc.
- Create detailed cost estimates including controller sizing charts, electrical estimates, scope definition, exceptions/exclusions, preliminary proposal, points list, and system riser/sketches.
- Generate and distribute proposals.
- Maintain competitive advantage by staying current with company estimating tools.
- Conduct site visits with or without a salesperson to determine field conditions.
- Attend Transition Meetings and close-out meetings for jobs.
- Participate in team-oriented development of larger ESPC and other projects.
- Work on multiple projects concurrently, meeting required deadlines for all.
- Initiate work on projects without prompting or other outside motivators.
- Review bid boards (Dodge, Builder's and Contractor's Exchange, etc.) weekly and determine project opportunities and/or possibilities
- Maintain "BAS Bid Board" and coordinate with "System Solutions Sales Bid Board"
- Maintain Estimate Log and provides weekly updates for Team Leader.
- Maintain current pricing in Trane Estimator database through vendor correspondence.
- Obtain plans and specs as needed within 5 working days of decision to bid.
- Open to having work checked as well as helping to check the work of others.
- Flexibility to work overtime/weekends, as required.

Customer Service

- Provide *Gold Standard* customer service. Be reliable, be responsive, make customers feel valued, be empathetic, and be competent.
- Return all customer inquiries within 24 hours. Answer customer calls and e-mail quickly, thoroughly and, pleasantly. Communicate with customers in a friendly, professional, and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer relationships.
- Immediately address any customer's concern. Request the involvement of other Company personnel as required. Notify Team Leader of any major concerns and the action taken to resolve it.
- Never say or act as though something is not your job.

Teamwork

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Provide backup support for other team members.

- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve your personal performance on a continual basis. Suggest training programs or other opportunities for improvement to your Team Leader as they apply.
- Practice Shared Values
 - Treat other with uncompromising truth
 - Lavish trust on your associates
 - Mentor unselfishly
 - Be receptive to new ideas, regardless of their origin
 - Take personal risks for the organization's sake
 - Give credit where it's due
 - Do not touch dishonest dollars
 - Put the interest of others before your own

Safety

- Use safe work practices in the office and promote safe practices in the field.
- Complete required safety training on time.
- Proper PPE equipment must be used at all times within industrial facilities and in construction zones.
- Notify Team Leader or Safety Director of any unsafe conditions.
- Comply with all customer safety requirements during jobsite visits.

Other Responsibilities

- Must have neat personal appearance
- Must be courteous and diplomatic
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor – keep a smile on your face and “in your voice”
- Continue education for professional and personal growth

Supervisory Responsibilities

- This job has no supervisory responsibilities.

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk and hear, walk, sit, and use hands to operate computer keyboard and telephone.
- The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel or crouch.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

- This position works in a typical office environment with occasional visits to job sites which includes outdoor work and work in mechanical/equipment rooms.
- During the job site visits, the employee is frequently exposed to risk of electrical shock and occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions.
- The noise level in the work environment is usually moderate.

How to Apply

Go to the following website and apply online: <http://www.damuth.com/careers/>

**Please note that applications /resumes are accepted online only. If you do not have access to the internet, you may use the online resources at our main office. Please call Human Resources at (757) 558-0200 in advance to schedule an appointment to apply.*

EOE/AA, Drug Free Workplace