

## HVAC Estimator

**Frontier Mechanical is actively seeking an experienced HVAC Estimator to join their team in Englewood, CO today.**

### **Company Information:**

Frontier Mechanical is a successful, locally owned mechanical contracting company with over 35 years serving Colorado.

### **Job Summary:**

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

### **Responsibilities:**

- 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 the 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 a 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

### **Requirements:**

- 3+ years of estimating commercial projects.

### **Benefits**

- 100% Paid employee medical insurance
- Company paid life insurance
- 401K Retirement Plan with company match
- 2 Weeks of paid time off in first year
- 6 Paid holidays
- Vision, dental and supplemental health plans available.
- Will meet or exceed current verified wage

Please reply with resume for immediate consideration or apply in person at  
2771 W. Mansfield Ave.  
Englewood, CO 80110