

WOHLSEN CONSTRUCTION COMPANY

JOB DESCRIPTION

Job Title: MEP Estimator

Job Reports To: Chief Estimator

Exempt or Non-Exempt: Exempt

Job Summary:

The MEP Estimator will take the project, mentally build the project, pull the necessary components together and establish, in an accurate manner, the anticipated cost of the MEP portions of the project.

This position is responsible for coordinating the mechanical, plumbing, fire protection and electrical aspects of the project with other disciplines to assure complete scope coverage.

Essential Job Functions:

- Reviews drawings and specifications to determine scope and quantities to calculate pricing.
- Communicates, solicits and interacts with sub-contractors in various trades to obtain pricing for projects.
- Determines quantities of materials in various trades by using estimating department software: Quantity Take off, Timberline.
- Attends pre-bid meetings and site visits to assess the conditions of the site or existing building, as necessary.
- Solicits and receives MEP bids, reviewing for scopes of work and pricing for completeness.
- Communicates with bidders for final overview and assures completeness of bid prior to inclusion in an estimate, bid or guaranteed maximum price (GMP).
- Reviews drawings and specifications for MEP assigned portions of Preconstruction Projects to calculate budgets from schematic through final construction documents as assigned.
- Communicates with team members, bid captains, estimating manager and others as required, convening scopes, pricing, construction details, etc.
- Prices work as required to budget for MEP trades
- Provides complete estimates on MEP trades.
- Develops strategies to pursue, estimate and win competitive bids.
- Develops and establishes ability to budget MEP work without 100% of documentation to the point of developing ability to conceptually budget, visualize and plan a project.

- Engages in Value Engineering and Constructability review that would further develop into a presentation format.
- Support Estimating Team in developing estimate reports, estimate books, and other presentation materials.

Other Functions:

- Attends hand-off meeting with Estimators, Project Manager and Superintendents.
- Assists in presentations and development of presentations to owners and architect as needed.
- Purchases/buys MEP subcontractors and suppliers to perform work for the company.
- Presents MEP estimates and/or a portion of an estimate to both internal team members and also external owners and architects.
- Becomes an active member in both community and trade organizations which support the individual and the company.
- Develops ability to evaluate projects and suggests possible alternatives to increase project profit or efficiency.
- Performs other estimating tasks as requested.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- Bachelor's Degree required, preferably in Mechanical or Electrical Engineering, Construction Technology, Architecture or similar field of study.
- 3-10 years of construction experience
- Exceptional verbal and written communication skills and ability to communicate effectively with contractors and fellow employees.
- Understands various MEP systems building construction types including structural systems, building skin and exteriors systems, various finishes, and mechanical, electrical and plumbing systems.

- Must have a working knowledge and understanding of MEP systems and controls, and how they function; including, but not limited to, chilled water, condenser, hot water, steam, water source heat pump, direct expansion systems, domestic hot water systems, temperature control, fuel systems, lighting control, lightning control, low voltage systems, life safety systems, wiring and phasing, and other HVAC, plumbing, fire protection and electrical systems.
- Understanding of MEP equipment including but not limited chillers, boilers, HVAC pumps, FCU, WSHP, AHU, RTU, ERV, EXH, VRF, air and water balancing, plumbing booster pumps and sewerage ejectors, fire pumps, emergency generators, switchgear.
- Working knowledge of building codes, DOH requirements, NFPA, NEC, ASHRAE, SMACNA and other recognized authorities in the industry.
- Ability to read and understand MEP drawings and specifications.
- Understands various building construction types including structural systems, building skin and exteriors systems, various finishes, and mechanical, electrical and plumbing systems.
- Has an understanding of construction management, architecture or engineering.
- Understands different trades required to estimate and construct a building. Understands the scopes of work and work between scopes.
- Coachable.
- Physical ability to make presentations
- Ability to work additional hours as necessary to meet business plan objectives
- Valid Driver's License

Machines/Tools/Equipment:

Computer, basic office equipment (copier, printer, calculator, fax, etc.),

Working Conditions:

Primarily a controlled office environment; some exposure to all weather conditions including heat, cold, rain and snow; possibility of overnight travel via various modes of transportation, including automobiles, planes and buses.

Employee Signature

Date

PHYSICAL REQUIREMENTS CHECKLIST

1. In a normal workday, the employee must be able to stand:

little or no standing 1-4 hours 4-6 hours 7+ hours

2. In a normal workday, the employee must be able to sit:

little or no sitting 1-4 hours 4-6 hours 7+ hours

3. In a normal workday, the employee must be able to walk:

little or no walking 1-4 hours 4-6 hours 7+ hours

4. In a normal workday, the employee must be able to drive:

little or no driving 1-4 hours 4-6 hours 7+ hours

5. In a normal workday, the employee must be able to lift/carry:

10 lbs. maximum; occasionally carry small objects – Sedentary Work

20 lbs. maximum; frequently lift/carry up to 10 lbs. – Light Work

50 lbs. maximum; frequently lift/carry up to 25 lbs. – Medium Work

75 lbs. maximum; frequently lift/carry up to 50 lbs. – Heavy Work

6. The employee must be able to use his/her upper extremities for repetitive:

Simple Grasping Yes No

Pushing/Pulling Yes No

Fine Manipulation Yes No

Continuously	Frequently	Occasionally
(67 - 100%)	(34 - 66%)	(0 - 33%)

Employee Must Be Able To:

Bend at the waist	_____	_____	___ X ___
Squat at the knees	_____	_____	___ X ___
Climb (including ladders)	_____	_____	___ X ___
Reach above shoulders	_____	_____	___ X ___
Kneel	_____	_____	___ X ___
Crawl	_____	_____	___ X ___
Use feet (foot controls)	_____	_____	___ X ___
Work at heights above 6 feet	_____	_____	___ X ___