## **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:**

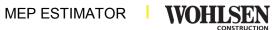
Computer, basic office equipment (copier, printer, calculator, fax, etc.),

# **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.

<b>Employee Signature</b>	Date





# PHYSICAL REQUIREMENTS CHECKLIST

<b>Employee Must Be A</b>	ble To:							
		•	Frequently (34 - 66%)	•				
Simple Grasping ( Pushing/Pulling ( Fine Manipulation (	) Yes (	x) No x) No x) No						
6. The employee must be able to use his/her upper extremities for repetitive:								
5. In a normal workday, the employee must be able to lift/carry: (x ) 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								
( ) little or no driving	(x) 1-4	hours (	( ) 4-6 hours	( ) 7+ hours				
4. In a normal workday, the employee must be able to drive:								
(x ) little or no walking	( ) 1-4 l	nours (	( ) 4-6 hours	( ) 7+ hours				
3. In a normal work	day, the empl	oyee must be a	ble to walk:					
( ) little or no sitting	( ) 1-4 h	nours (	( ) 4-6 hours	(x) 7+ hours				
2. In a normal work	day, the empl	oyee must be a	ble to sit:					
(x) little or no standing	( ) 1-4 h	nours (	( ) 4-6 hours	( ) 7+ hours				
1. In a normal work	In a normal workday, the employee must be able to stand:							

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MEP ESTIMATOR	WOHLSEN

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	 	