



## **MEP Estimator**

### **Position Summary:**

The MEP Estimator is responsible for all aspects of mechanical, electrical, plumbing and fire protection estimating including pre-construction, hard bids, conceptual bids, budgets, general conditions, systems studies and comparisons, value engineering, subcontractor relations and staying abreast of industry developments applicable to estimating.

**Department:** Estimating

**Reports To:** Director of Preconstruction/Estimating

**Direct Reports:** N/A

**Status:** Full Time/Exempt Salary

**Schedule:** Monday through Thursday 7:00am-5:00pm, Friday 7:00am-4:00pm

### **Responsibilities:**

- Perform conceptual estimating on mechanical, electrical and plumbing portions of projects
- Produce quantitative surveys and accurate pricing for a project from its early inception through an acceptable working budget, GMP, or Lump Sum Price
- Obtain and present unit pricing data
- Develop working relationships with local mechanical/plumbing/fire protection/electrical/technology/LV System (MEP) sub-contractors in order to build and maintain a list of qualified bidders for all projects
- Responsible for outlining clarifications and qualifications within an estimate
- Provide back up for estimates to be used during analysis and review \* Secure and contact sources for cost estimates for all specialty items
- Possess and apply knowledge of unit prices and the material/labor component
- Establish and maintain relationships with subcontractors and suppliers to ensure competitive pricing

### **Qualifications:**

- Bachelor's Degree preferably in Civil Engineering, Mechanical/Electrical Engineering, or Construction Management, Architecture or related field
- 5+/- years of experience in MEP Estimating
- Computer Skills
  - Working knowledge of Microsoft Excel and Word
  - iSqFT
  - OST
  - Microsoft Project
- Understanding of market conditions and its influence on pricing



**Physical Demands and Work Environment:**

- While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend the majority of their time in an office environment with a quiet to moderate noise level, and at times be required to be on the job site for meetings and walk throughs.

**Necessary Attributes:**

- Actively participate as a team member
- Ability to communicate and work effectively with coworkers, trades and engineers
- Detail oriented
- Strong time management skills
- Sense of urgency and 'can do' attitude
- Take ownership of projects/clients managing both up and down
- Ability to effectively take direction
- Strong problem-solving skills
- Ability to work with speed and efficiency

**EEO Statement:**

Elaine Construction is an Equal Employment Opportunity (EEO) employer. It is the policy of the Company to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information or any other characteristic protected by law.