



POSITION: Service Estimator

GENERAL JOB DESCRIPTION: Under the direction of the Operations Manager, this role will be primarily responsible for providing accurate estimates and related client correspondences and site visits.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Review and estimate service quotes generated from field lead forms.
- Interface with clients, trade partners and subcontractors regarding information for proper cost estimates.
- Input and organize data in estimating software to prepare proper cost estimates.
- Review bid source files to ensure most recent information prior to bid day.
- Prepare/review and submit final proposal with complete qualifications for proper cost estimate.
- Facilitate contract handoff to PM and Operations i.e. contract, scope, qualifications, schedule, long lead items, special conditions, etc.
- Track and record bid results history for continuous improvement.
- Develop and oversee methods to benchmark estimating data with job costing data, to improve sales, profits and department systems.
- Engage with management, trade partners and clients to build trustworthy, long-term, mutually profitable relationships.

POSITION REQUIREMENTS; PREFERRED (BUT NOT REQUIRED)*

- 2-5 years of mechanical service or estimating experience.
- Strong proficiency in computer skills - (Microsoft Office, SimPRO, Adobe & Bluebeam,)
- Ability to creatively solve problems.
- Accountability and take initiative on all projects.
- Ability to operate independently and autonomously, and yet possess the discretionary judgment to know when it's appropriate to consult with others in the organization.
- A passion and drive to succeed.

*Estimating service companies need not apply

PHYSICAL REQUIREMENTS:

(The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and stand, use hands to operate computer keyboard and telephone, talk and hear.
- Lift and/or move up to 50 lbs. occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10lbs. of force constantly to move objects.



- Ability to climb up and down ladder frequently. The employee must possess the ability to navigate the complexities of a construction site while working on site and practicing the site safety requirements and SDME policies.

SDME OFFERS:

- Full Benefits Package including 401k plus company match.
- Competitive Salary*
- Dynamic and fast-paced working environment
- Paid company holidays
- PTO and sick leave
- Company issued vehicle and gas card

*Actual compensation is determined by several factors that are unique to each candidate, including but not limited to job-related skills, depth of experience, certifications, relevant education or training, and specific work location, among others. The offered wage or salary is only one aspect of an employee's total compensation.

ABOUT US

Incorporated in 2014, San Diego Mechanical Energy (SDME) is a certified small business, independently owned and is headquartered at 7568 Trade Street in San Diego. SDME operates in the greater San Diego area. SDME designs, installs, and services all types of HVAC equipment.

SDME has preventative maintenance contracts throughout San Diego servicing all types of mechanical equipment. Our clients include (but are not limited to) government and municipalities, commercial and private real estate agencies, school districts and universities, hospitals and hospitality industries.

SDME IS AN EQUAL OPPORTUNITY EMPLOYER AA M/F/V/D.

We proudly hire U.S. Military Veterans, and those qualified are encouraged to apply.

[Equal Employment Opportunity is The Law.](#) | Pay Transparency Nondiscrimination Provision

SDME will consider qualified applicants with criminal histories for employment.