



## **ESTIMATOR / PROJECT ENGINEER**

### **JOB DUTIES AND RESPONSIBILITIES**

#### **ESTIMATOR**

- Prepare project estimates for mechanical piping using on-screen take-off software program.
- Review project bid documents to determine overall project scope, schedule and requirements.
- Obtain supplier, vendor and subcontractor pricing and confirm scope of work to be in line with project documents and requirements.
- Review bids with supervisor and be able to explain project scope and methodology for determining labor and material costs.
- Assist with preparation of material and labor cost breakdowns as necessary for accounting department use and tracking project cost-completion status.

#### **PROJECT ENGINEER**

- Maintain project documentation including current drawings and specifications, materials and equipment submittals logs, RFI logs, meeting minutes, change order logs and more.
- Responsible for preparing materials and equipment submittals for mechanical and related projects, prepare and review RFIs, and clarification requests, prepare meeting minutes and other project documents.
- Review contract document revisions and itemize materials and equipment quantities, prepare cost proposals and change order request documents.
- Assist project manager with review of work status to prepare project pay estimates, and related correspondence.
- Attend project meetings and coordination sessions for project related issues and as requested.
- Assists project manager to prepare project reports and related spreadsheets/documents as requested.
- Assists project manager to prepare and review of project close-out documentation including commissioning documents, Operation and Maintenance manuals, as-built drawings, equipment/systems training sessions, etc. as required to satisfy project documentation requirements.

### **QUALIFICATIONS**

- Bachelor Degree in Construction Engineering, Building Technology, or Construction Management
- Previous work experience and/or knowledge of mechanical construction and estimating and/or similar experience in the general construction industry
- Dedicated work ethic, strong communication skills, must be organized and able to multi-task
- Strong computer skills including MS Office (Excel and Word), Scheduling software (Primavera or Microsoft Project), Adobe Acrobat
- Knowledge of LEED and commissioning process and documentation requirements

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