
SERVICE ESTIMATOR JOB DESCRIPTION

Comfort Systems of Virginia, Inc. was founded in 2006 by Rhonda Bridgeman with a goal to provide high quality contracting services to customers in Virginia and North Carolina. Since our incorporation, Comfort Systems of Virginia, Inc. has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Our highly qualified team of technicians and installation mechanics are educated and trained on the latest advancements in technology and industry standards. We regularly provide on-going training sessions conducted by industry professionals who are top in their field.

Our team includes a diverse mix of professionals who are decidedly proficient in the Mechanical, Plumbing and Service industry. The philosophy and mission that we share, is what sets Comfort Systems apart from the competition. This enables us to provide quality service and ensure that we will deliver our customers a successful job every time.

General Information:

Job Type: Full-Time

Status: Exempt

EOE, Drug Free Workplace

Normal Work Hours: 7:00 AM – 3:30 PM Monday thru Friday

(Workdays and hours are subject to change to meet the needs of the company)

Education & Experience

- Required - High School Diploma or equivalent
- Required - Minimum of 5 years' experience in Estimation or similar position
- Required - Strong knowledge of Mechanical (Plumbing and HVAC) Industry, Leadership, People Management and Time Management

Special Skills

- Required - Strong organizational skills
- Required - Strong management skills
- Required - Ability to read and comprehend blueprints and project specifications
- Required - Ability to communicate effectively with others both written and orally
- Required - Ability to set up and coordinate projects and manpower

Certificates, Licenses & Registrations

- Required - Valid driver's license and good driving record
- Preferred - Masters and/or Journeyman's License

Physical Requirements

- Required - Ability to lift at least 50 lbs. on a regular basis
- Required - Ability to sit, stand and/or move around for long periods of time



Other Requirements

- Required - Ability to pass drug screening(s)
- Required - Ability to pass background check and obtain security clearance
- Required - Able to prove U.S. Employment eligibility
- Required - Willing to travel as required
- Required - Able to work extended hours when necessary, nights and weekends
- Required - Ability to use our operating systems:
 - Microsoft Office (Word, Outlook, Excel, etc.)
 - Computer Ease
 - View Point Estimating Software

Primary Role

The Service Estimator is a crucial position within Comfort Systems of Virginia, Inc. Estimators are responsible for evaluating bid specifications and drawings, ensuring that we know everything required to successfully bid projects and be awarded projects. Estimators must stay up to date with the industry's standards and pricing to ensure we stay competitive. The Service Estimator will work closely with Service Operations Manager to ensure there is a clear understanding of how the project was bid as well as any contractual obligations.

Essential Duties and Responsibilities include but are not limited to the following:

**Other duties may be assigned.*

- Prepare and negotiate cost estimates, budgets and work timetables
- Review subcontractor's quotes with attention to detail to ensure no items are excluded on bids
- Interpret and explain contracts and technical information to workers and other professionals
- Collaborate with architects, engineers, and other construction and building specialists
- Comply with legal requirements, building and safety codes, and other regulations
- Creating and executing effective estimation and project work plans
- Effectively apply our methodology and enforce project standards
- Minimize our exposure and risk on projects
- Ensure Contractual Obligations are met
- Review Plans and Scopes and have a strong knowledge of what they entail
- Analyze project profitability, revenues, margins, bill rates and utilization
- Identify business development and opportunities as they relate to a specific project
- Lead proposal efforts
- Effectively convey our message both written and verbally regarding business matters
- Effectively communicate relevant project information to superiors
- Possess a thorough understanding of the company's capabilities
- Maintain awareness of new and emerging technology
- Continually seek opportunities to increase customer satisfaction
- Analyze plans, specifications and other contract documents to prepare clear, concise scopes of work and detailed estimates
- Obtain accurate and up to date pricing information from databases, subcontractors, suppliers, etc. to utilize in estimates
- Working knowledge of current market conditions including pricing conventions and trends
- Consistent attention to details with the ability to identify discrepancies
- Ability to prioritize and manage multiple projects concurrently
- Must be self-motivated and punctual



- Shows creativity and resourcefulness to gain better pricing from subcontractors
- Conduct detailed project turnover meetings with Project Management team which includes, but is not limited to, providing subcontractor information, reviewing plans and specifications, review job estimates and labor details, provide deadlines etc.
- Performs other duties as requested

Teamwork

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company
- Provide backup support for other team members
- Continually look for ways to improve our processes and abilities to serve our customers effectively
- Improve your personal performance on a continual basis. Suggest training programs or other opportunities for improvement to your Supervisor as they apply

Safety

- Use safe work practices and promote safe practices
- Complete required safety training
- Proper PPE equipment must always be used
- Notify Team Leader or Safety Director of any unsafe conditions
- Comply with all safety requirements set forth by Comfort Systems and OSHA

Other Responsibilities

- Must have neat personal appearance
- Must be courteous and respectful of others
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor
- Continue education for professional and personal growth
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally

Direct Supervisor

- The Service Estimator shall report directly to the Service Operations Manager unless instructed otherwise

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

