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Job Posting - Proposals Engineer I

Date Posted: October 17, 2017
Job Title: Proposals Engineer I
Positions Available: Two

Date to be Removed: November 17, 2017
Reports To: Don Webber, Proposals Manager

Duties and Responsibilities:

Consult with clients, vendors, sales representatives, customers' engineer, and personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues. Analyze blueprints, specifications, drawings and other documentation to prepare time, cost, design, materials, and labor estimates. Prepare bid packs and scopes of work for industrial hydronic equipment including chiller plants, boiler plants, pump skids, etc. for use in selecting vendors or subcontractors. Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components. Establish and maintain tendering process, and conduct negotiations. Visit site and record information about access, drainage and topography, and availability of services such as water and electricity.

Qualifications:

- Bachelor's degree in mechanical engineering or HVAC or completion expected in 12 months.
- Proficient user with MS Office, Excel, Outlook, AutoCAD or Solidworks is preferred.
- 2 years' experience with cost estimating in industrial custom HVAC/R and mechanical systems is required.
- Must possess excellent written and verbal communication skills, customer interaction skills, solid organizational and teamwork skills, be detailed and deadline oriented.
- Attendance during regular work hours and overtime as required.
- Ability to interact professionally with others; including co-workers, vendors and customers.

Office Hours and Travel Required:

Full-time, M-F 8am-5pm, minimal travel required.

Application for Position:

Qualified applicants only please apply to:

<https://mii-openhire.silkroad.com/epostings/?fuseaction=app.jobinfo&jobid=421&version=1>

Selections will be made based on a combination of skills, knowledge, and abilities.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.
