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Job Posting - Proposals Engineer II

Date Posted: October 19, 2017
Job Title: Proposals Engineer II
Positions Available: One

Date to be Removed: November 19, 2017
Reports To: Don Webber, Proposals Manager

We are seeking a motivated Proposals Engineer who can prepare cost estimates for custom industrial HVAC and hydronic equipment. The ideal candidate will have engineering/HVAC experience and educational background and a strong technical understanding of hydronic/mechanical equipment.

Duties and Responsibilities:

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimal supervision and guidance. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Attendance at work during regularly scheduled shifts and scheduled overtime is an essential duty. This includes but is not limited to being at the work station ready for work at the start of the shift.
- 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.
- Apply engineering principles to design HVAC and refrigeration products and make equipment selections.
- Applying engineering principles to design industrial hydronic equipment including chiller plants, boiler plants, pump skids, etc.
- 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.
- Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- Use independent judgment in preparing estimates used by sales personnel and management for purposes such as bidding on jobs, planning, organizing, and scheduling work.
- Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction.
- Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
- Prepare and maintain a directory of preferred suppliers, contractors and subcontractors.
- 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.
- Other responsibilities as assigned.

Qualifications:

- Bachelor's degree in mechanical engineering or HVAC is required.
- Proficient user with MS Office, Outlook, AutoCAD, Solidworks or similar design software.

- 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=423&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.
