



BERNARD J. MULCAHY CO.

POSITION DESCRIPTION

TITLE: Commercial HVAC Job Estimator DATE: 02/22/2022

Reports To: Estimating Manager STATUS: Non-Exempt

I. Position Objective

To provide accurate quotations for customers, meet deadlines and assist inside technical sales and outside sales with quotations.

II. Job Responsibilities

Essential Duties

1. Prepare detailed quotation documents for customers
2. Procure plans and specifications from Builders exchanges and customers.
3. Provide an accurate take-off for quotations
4. Read and interpret plans and specifications
5. Work directly with customers, engineers, factories, salesmen and inside teams

Additional Responsibilities

- Work well with associates,
- Have an ability to communicate with all levels of staff and management
- Positive attitude about work and others,
- Dependable,
- Manages varied tasks simultaneously and efficiently,
- Willing to, and does, cover in other areas.
- Return calls, e-mails and other correspondence from customers
- Be a self starter, work well under pressure and have good organizational Skills
- Put out high quality work in a fast paced environment.

MULCAHY COMPANY
2700 Blue Water Road, #100
Eagan, Minnesota 55121

T: 651-686-8580
F: 651-686-8588
W: mulcahyco.com





III. Work Relationships:

(Reports to, Supervises, Internal Contacts, External Contacts)

1. Reports to the Estimating Manager;
2. Works with Outside Sales, Service, Order Entry and Customer Service;
3. Clients, engineers and factories

IV. Basic Requirements

1. Minimum Educational Level:
 - a. High School Diploma
 - b. Associates Degree in technical field or 5 years of relevant work experience.
2. Previous Experience:
 - a. Technical knowledge of HVAC systems and equipment a plus.

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