

**POSITION:**

SENIOR ESTIMATOR / ACCOUNT MANAGER

**DEPARTMENT:**

Preconstruction

**REPORTS TO:**

Primary: Mr. Tracy L. Dorman, Business Development Manager

Secondary: Mr. Manuel Gonzales, President

**OVERALL RESPONSIBILITIES:**

The Senior Estimator / Account Manager's primary responsibility is to maintain and to develop business relationships with our client's Preconstruction Departments to provide them with complete and accurate Conceptual, Design-Build, Design-Assist and Plan/Spec Mechanical and Plumbing Proposals. This position will also require design phase management responsibilities for design-build / design-assist projects. Besides working as an integral member of the Preconstruction Department, the Senior Estimator / Account Manager will work closely with our Operations, Accounting and Service company staff, as well as, our Suppliers and Subcontractors.

**KEY AREAS OF RESPONSIBILITY:**

The Senior Estimator / Account Manager's responsibilities include the following functions (as directed and approved by the Department Manager):

- ✓ Solicit Clients for project opportunities.
- ✓ Lead the following client specific estimate Teams for the following:
  - Hard bid proposals
  - Design-assist proposals
  - Design-build proposals
- ✓ Perform mechanical (wet/dry) and plumbing estimates utilizing the QuickPen AutoBid estimating system (as needed in a secondary role).
- ✓ Participate in proposal close-out with management Team.
- ✓ Perform associated follow-up calls and/or visits for proposals.
- ✓ Perform design phase management services.
- ✓ Facilitate associated turnover process to AMI Operations department.
- ✓ Participate / attend trade related events as directed by management Team.
- ✓ Participate in an Industry Organization (i.e.; ABC, AGC, etc.) in a leadership role.

**CONSULTS WITH:**

- ✓ AMI – Department Management, Ownership, Operations, Systems (Service) and Accounting
- ✓ General Contractors
- ✓ Owners / Developers
- ✓ Architects / Engineers
- ✓ Mechanical Suppliers
- ✓ Mechanical Subcontractors

**QUALIFICATIONS / EXPERIENCE:**

- ✓ Education: College - Construction Management or Mechanical Engineering degree and/or equivalent field experience.
- ✓ At least seven (7) years industry related experience in mechanical contracting, engineering or estimating.
- ✓ Some practical field experience is a major plus.
- ✓ Able to independently operate MS (Excel, Word, Project and Outlook), QuickPen AutoBid.