



## HVAC Duct Work Estimator Job Posting (Greensburg, PA)

COMPENSATION: **Competitive; based upon experience**

STATUS: Full time, Exempt Employee

JOB CATEGORY: Technical

CAREER LEVEL: Entry level to mid-career level

EDUCATION LEVEL: Minimum: Associate Degree, Technical Degree or Equivalent Experience

### JOB OVERVIEW:

The IDEAL candidate will have 1-2 years of experience working with any of the following: Duct Work, HVAC Piping, ability to read 'specs' and drawings, ability to do take-offs from drawings or a list and a demonstrated technical aptitude background.

In addition, the following characteristics are needed in order to be a good overall fit for this position:

- \*Technical aptitude with a desire to learn more
- \*Above average communication skills (Both verbal and written)
- \*Outstanding organizational and time management skills
- \*Ability to multi-task and set priorities with consistent follow through
- \*Keen attention to detail is needed
- \*Craves challenges, a bit of a risk taker, quick learner
- \*Shares the company core values: Work Ethic, Accountability, Attention to Detail, Sacrificial and Humility
- \*Professional in demeanor and a true team player
- \*Highly motivated, high energy, positive outlook with a strong work ethic

### ESSENTIAL DUTIES:

- \*Read, decipher, color code, and print mechanical drawings
- \*Do take-offs from mechanical drawings and/or list of material.
- \*Apply construction specifications to mechanical drawings and lists.
- \*Provide written quotes using drawings and QuoteExpress Software\*\*
- \*Prepare bid reports and e-mail/fax to potential customers.
- \*Make adjustments or corrections to bid reports as needed.
- \*Receive and respond to inbound calls regarding submitted proposals \*Extensive usage of Email, Fax and Phone.

\*\*NOTE: Training will be provided for the QuoteExpress Software.

**WORK SCHEDULE/COMPENSATION/BENEFITS:**

**HOURS:** Monday-Friday (8-5) @ the present time. Overtime & Flexibility to work some evenings (with notice) is highly desirable.

**COMPENSATION:** Competitive; based on experience.

**PTO= PAID TIME OFF**

**PAID HOLIDAYS**

**\*\*SPECIAL NOTE:** This position is NOT suited to someone who needs or expecting a full benefits package, as that is not available at this time.

**COMPANY INFORMATION:** [www.TCGDuct.com](http://www.TCGDuct.com)

**NOTE:** Only candidates with the desired qualifications, background and experience will be contacted.

- OK for recruiters to contact this job poster.
- do NOT contact us with unsolicited services or offers

The Cincinnatus Group, LLC.

TOLL FREE 877-600-0221 • 724-600-0221 • Info@TCGDUCT.com • 305 South Maple Avenue • First Floor • Greensburg, PA 15601