



THE CININNATUS GROUP

SYSTEMATIC DUCTWORK SALES & MATERIALS MANAGEMENT

HVAC Duct Work Estimator (Greensburg, PA)

OVERVIEW

COMPENSATION RANGE: \$18 to \$35/hour, based on experience level (*See Experience Level Reference Guide*)

EXPERIENCE LEVEL: All levels. (*See Experience Level Reference Guide*)

STATUS: Full-time; Hourly. (Part-time hours are available for highly experienced candidates.)

JOB CATEGORY: Technical

EDUCATION LEVEL: High School Diploma or Equivalent. Industry experience is desirable, but not required.

In addition, the following characteristics are needed 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's core values: Work Ethic, Accountability, Sacrificial, Humility, and Pursuit of Excellence
- *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 or lists of material.
- *Apply construction specifications to mechanical drawings and lists.
- *Provide written quotes using drawings and take-off**
- *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 and Phone.

**NOTE: Training will be provided for duct take-off software

SCHEDULE, COMPENSATION, AND BENEFITS

HOURS: Monday-Friday, 8 am to 5 pm.

Overtime & Flexibility to work some evenings (with notice) is highly desirable.

LOCATION: Greensburg, PA. (Highly experienced employees may work remotely.)

COMPENSATION: \$18 to \$35/hour range, based on experience level

PAID TIME OFF: 15 days (120 hours) per year for full-time employees

PAID HOLIDAYS: Multiple paid holidays per year for full-time employees

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

EXPERIENCE LEVEL REFERENCE GUIDE		
<i>Compensation will be determined based on experience.</i>		
Entry Level	Mid-Level	Experienced
<ul style="list-style-type: none">• No duct experience• Minimal experience reading 'specs' or drawings• Strong technical aptitude and ability to learn quickly	<ul style="list-style-type: none">• 1-2 years of experience working with ductwork or piping• 1-5 years of experience reading 'specs' and drawings• 1-2 years completing take-offs using software• Strong technical aptitude and ability to learn quickly	<ul style="list-style-type: none">• 5+ years of experience working with ductwork or piping• 7-10+ years of experience reading 'specs' and drawings• 5+ years of experience completing take-offs using software• Strong technical aptitude and ability to learn quickly

COMPANY INFORMATION: 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