

# **PARKER**

## **ENGINEERING AND MECHANICAL, INC.**

**JOB TITLE: COST ESTIMATOR**

**DETAILS: Employer: Parker Engineering and Mechanical, Inc.**

**Contact: Alan Hudson**

**Location: 841-A Fesslers Pkwy.  
Nashville, TN 37210**

**Job Duties:**

Prepare cost estimates for HVAC construction projects by analyzing drawings and specifications, calculating material and labor requirements, obtaining vendor pricing, and assisting with bid preparation and project budgeting.

Analyze HVAC construction drawings, specifications, and site information to determine the scope of work for heating, ventilation, and air-conditioning projects.

Prepare detailed quantity take-offs for labor, materials, and equipment needed for commercial and residential HVAC installations.

Develop itemized cost estimates and budgets, including labor, materials, subcontractors, equipment, and general conditions, under the direction of a senior estimator or project manager.

Request, receive, and evaluate vendor and subcontractor quotes for HVAC equipment, ductwork, piping, and related services.

Coordinate with purchasing/warehouse staff to plan and track ordering and delivery of HVAC materials and equipment in accordance with project schedules and budgets.

Assist in preparing bid proposals and supporting documentation for competitive bids and negotiated projects.

Maintain and update historical cost data, unit prices, and estimating templates for future projects.

**MINIMUM REQUIREMENT:**

Bachelor's degree in Construction Management, Engineering, Business, or closely related field

