

Job Description

Company: August Winter & Sons, one of the leading HVAC & Industrial mechanical contractors in Northeast Wisconsin, has a full-time position available for a Takeoff Technician. We service clients in a variety of industries including: Commercial, Healthcare, and Industrial applications that involve heating, cooling, process, structural and plumbing systems. August Winter & Sons offers a competitive compensation package and has excellent employee retention.

Position Overview: As a part of the Takeoff department you will: Process requests for quantity takeoffs, review and interpret specifications and job details to avoid uncertainties, produce takeoff reports that are used to estimate projects, track new and completed work through a database, and work with limited oversight of the Takeoff Manager.

Primary Responsibilities:

- Produce quantity takeoffs for plan/spec, design assist, and design build delivery methods
- Analyze all front-end specifications to accurately identify schedules, sequences, material types, desired manufacturers, labor methods, and special requirements
- Analyze plans, one-line diagrams, and hand sketches to produce quantity takeoffs
- Perform layout & sizing of various duct and pipe systems when documents are incomplete to finish estimate
- Perform quantity takeoff of piping systems, duct systems, equipment, and miscellaneous material using estimating software to develop estimated material and labor breakdowns
- Communicate with project managers potential conflicts or constructability issues identified
- Review and communicate methods of assembly and selection with project managers preparing cost estimates

Secondary Responsibilities:

- Mentor, train, and assist other team members
- Represent estimating department on special project committees
- Analyze completed projects to compare estimated costs to actual costs and determine the reason for discrepancies
- Provide improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs
- Other duties as requested by leadership

Requirements: (Experience / Education / General)

- Experience with estimating programs including on screen takeoff preferred
- Experience in one or more areas of mechanical construction HVAC duct, piping, plumbing, industrial piping, or wastewater systems
- Knowledge of mechanical systems for heating, ventilation, air conditioning, process piping
- Familiar with mechanical and HVAC systems terminology
- Fully understand pipe and duct details, system sizing/calculations/capacities, and equipment
- Must be able to read, analyze, and interpret structural, architectural, and mechanical plans including - isometrics, 2D, & 3D drawings
- Ability to handle multiple projects at one time
- Excellent abilities and knowledge in Microsoft Excel and Word
- Open to new methods and processes improvements
- Exceptional attention to detail and organizational skills
- Possess a sense of urgency
- Ability to set deadlines and meet goals
- Associates degree preferred in Construction Management, Engineering, or CAD
- Must be capable of effectively communicating across multiple levels of the organization
- Experience with AutoCAD software is a plus
- Must be capable of working extended hours when workflow/job needs demand
- Job Type: Full-time