



Dean E. Norris has been in business over 40 years and specializes in fabrication and installation of heating, air conditioning, plumbing and custom sheet metal for commercial and industrial applications throughout Kansas. We working with owners, architects, engineers, and general contractors to bring solutions to mechanical problems. Dean E. Norris, Inc. provides solutions to meet our customer's needs with timely response, completion and communication. Our team focuses on methods to provide the customer the greatest return on their investment in us. The result is the collective experience of our entire company working together.

Piping/HVAC Estimator

Responsibilities:

- Generate complete bid estimates on projects of varying size
- Partner with owners, architects and general contractors to resolve technical matters that may arise during the bidding process
- Plans, coordinates, reviews, verifies and analyzes all aspects of the estimate for accuracy
- Direct bid day activities, sub solicitations and sub selection
- Communicate with General Managers and Project Managers regarding estimating schedule, labor requirements and any potential issues
- Retains primary accountability for maintaining the estimating database
- Recommends detailed estimating procedures and techniques to be used in the continuous improvement of the estimating process
- Utilize standard estimating software (Fast Pipe/Fast Duct) to present information to management
- Champion continuous improvement efforts
- Identifies and assesses improvement opportunities which will add value

Qualifications/Requirements:

- Minimum of 5 years of construction industry estimating experience for commercial mechanical construction
- Bachelor's degree in Construction Science, Construction Management or equivalent work experience
- Proficient with various software programs (Fast Pipe/Fast Duct) and MS Office Suite (Word, Excel and Outlook)
- Possess a basic understanding of construction accounting including budgeted versus actual costs
- Exceptional oral and written communication skills

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- Ability to prioritize and multi-task in a fast-paced environment
- Customer service experience and the desire to provide an exceptional client experience
- Ability to lead and set high standards in a dynamic environment

Other requirements:

Must be able to satisfactorily pass a criminal background check. May be able to satisfactorily pass a motor vehicle record check. Must be able to meet Dean E. Norris, Inc. qualifications to operate a vehicle on company business. Must be at least 18 years of age. Must possess a valid driver's license. Must have a well maintained vehicle to drive. Must have up to date registration with the local Department of Motor Vehicles. Both the candidate and the vehicle must be currently covered on a personal insurance policy. May be required to lift up to fifty pounds.