



Project Manager / Estimator

Dean E. Norris, LLC

Position Summary

Dean E. Norris, LLC is seeking an experienced Project Manager / Estimator with a strong background in commercial and industrial sheet metal estimating.

The primary focus of this position will be project management and estimating HVAC sheet metal projects, including ductwork, equipment, accessories, labor, and related mechanical scopes. Experience estimating or managing plumbing, mechanical piping, and HVAC systems is a significant plus but is not required.

In addition to estimating responsibilities, this position will manage mechanical construction projects from award through completion. Projects may include sheet metal, HVAC, plumbing, and piping scopes, requiring coordination with field personnel, general contractors, engineers, owners, vendors, and subcontractors.

Key Responsibilities

Sheet Metal Estimating

- Review construction drawings, specifications, addenda, and bid documents.
- Perform detailed sheet metal and ductwork takeoffs for commercial and industrial HVAC projects.
- Estimate ductwork, fittings, accessories, equipment connections, specialty items, and related components.
- Develop labor estimates based on project requirements, installation conditions, and anticipated production.
- Obtain and evaluate vendor, equipment, and subcontractor pricing.
- Identify scope requirements, exclusions, clarifications, and potential project risks.
- Prepare competitive proposals and bid submissions.
- Attend pre-bid meetings and project site visits as required.
- Review project phasing, scheduling, access, logistics, and other conditions that may impact labor or cost.
- Assist with value engineering and alternative system evaluations.

Additional Estimating Experience

Experience with the following is considered a strong advantage:

- Plumbing systems.
- Hydronic piping.
- Steam and condensate piping.



- Process piping.
- HVAC equipment and systems.
- Mechanical equipment rooms.
- Commercial and industrial mechanical construction.

The successful candidate does not need to be an expert estimator in every mechanical trade. Strong sheet metal estimating experience is the primary focus of the position.

Project Management

- Manage mechanical construction projects from award through final completion.
- Manage projects that may include sheet metal, HVAC, plumbing, and mechanical piping scopes.
- Review project scope, contracts, drawings, specifications, budgets, and schedules.
- Coordinate purchasing and procurement of equipment and materials.
- Prepare and manage submittals, RFIs, change orders, and project documentation.
- Track project costs, labor, material expenditures, and overall job profitability.
- Develop project cost projections and identify potential budget or schedule concerns.
- Coordinate manpower requirements with field supervision and company management.
- Work closely with superintendents, foremen, and field personnel to plan and execute work.
- Coordinate mechanical work with general contractors, owners, engineers, subcontractors, and other trades.
- Attend project meetings and communicate schedule, procurement, cost, and construction progress.
- Manage equipment releases and long-lead material procurement.
- Identify changes in scope and prepare change-order pricing.
- Assist field personnel with constructability, coordination, and technical issues.
- Manage required testing, startup, commissioning, O&M documentation, warranties, and project closeout.
- Maintain strong working relationships with customers and project partners.

Qualifications

- Commercial or industrial sheet metal estimating experience strongly preferred.
- Strong understanding of HVAC ductwork fabrication and installation.
- Ability to read and understand mechanical construction drawings and specifications.
- Understanding of sheet metal labor, materials, fittings, accessories, and installation methods.



- Experience with plumbing, piping, or HVAC estimating is a plus.
- Mechanical construction project management experience is preferred.
- Ability to understand project budgets, schedules, labor requirements, and procurement needs.
- Strong organizational and time-management skills.
- Ability to manage multiple estimates and projects simultaneously.
- Strong written and verbal communication skills.
- Ability to work effectively with field personnel, customers, engineers, vendors, and subcontractors.
- Proficiency with Microsoft Office and FastDuct and FastPipe software.
- Strong attention to detail and problem-solving skills.

Ideal Candidate

The ideal candidate is someone with a strong understanding of sheet metal construction and estimating who can accurately evaluate projects, develop competitive estimates, and understand how those estimates translate into successful field installation.

Experience with plumbing, HVAC, and mechanical piping systems is valuable because many of our projects involve multiple mechanical trades; however, we are primarily looking for someone who can strengthen our sheet metal estimating capabilities.

The successful candidate should be comfortable transitioning from estimating into project management and working closely with field supervision to deliver projects safely, on schedule, within budget, and with a high level of quality.

This job description describes the primary responsibilities of the position and is not intended to encompass every duty that may be required.