



## TITANS FIRE & SECURITY

1701 W. NORTHWEST HWY. GRAPEVINE, TX 76051

### TFS - Job Posting

#### Commercial Fire & Security Estimator

##### Company Overview:

At **Titans Fire & Security**, we truly believe that our people are the difference – for our organization, the customers we serve and the communities we protect. When you're a part of **Titans Fire & Security**, you'll have the opportunity to be a part of that difference every day. With more than 100 locations, a deep national presence, and comprehensive portfolio of solutions and services, our employees are always poised for career advancement and growth. For more information, [visit www.titansfire.com](http://www.titansfire.com)

##### Responsibilities:

Low Voltage Estimator is responsible for preparing preliminary budgets, cost estimates, and final bid scope/pricing proposals for various types of projects, including General Contracting, Design Build and Building Maintenance Services.

The Low Voltage Estimator builds effective relationships with team members, internal and external customers, suppliers, and subcontractors. The Low Voltage Estimator reports to the Engineering Manager and oversees job-specific project teams. He also participates in business development and client engagement.

This is a key position responsible for developing opportunities that will facilitate the organization's financial success and requires skills in electrical/ special systems estimating, subcontracting, materials and equipment, risk assessments and customer development.

##### Competencies

- Problem Solving.
- Communication Proficiency.
- Strategic Thinking.

##### Work Scope:

- Analyze blueprints, specifications and other relevant bid documents to prepare time, cost, materials, and labor estimates.
- Consult with clients and vendors to discuss and formulate estimates and resolve issues.
- Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- Solicit subcontractor and/or supplier information & pricing.

- Review all material and labor requirements.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Visit site, detailed walks and recording information pertinent to complete quote development.
- Development and presentation of all required bid information on “Bid day” for review and acceptance.

### **Project Knowledge**

- You have significant current experience designing, estimating and budgeting fire alarm, access control, IP video, AV, Cable and Security technology systems to General Contractors, Electrical Contractors, and End Users.
- Review bid requirements thoroughly and asks follow-up questions
- Thorough understanding of scope of work through review of plans, specifications and other bid documents
- Develop RFI's and clarification correspondence to ensure adequate scope coverage.
- Prepare a comprehensive "bid day" analysis.
- Understand how to solicit appropriate subcontractors to fit the scope of project ensuring that we have the right subs for the project
- Minimize exclusions by thorough plan and specification analysis “doing our homework”
- Prepare value-engineering ideas on every bid

### **Bid Preparation-Administration:**

- Provide for review, discussion and approval of complete quote approval form, plans and specifications and scope letter
- Solicit and maintain communication with subcontractors and vendors throughout bid development
- Transmit addenda and other bid information to subcontractors
- Ensure proper coverage from subcontractors on bid day
- Solicit quotations from multiple supply houses to ensure best price going out
- Work with and solicit quotes from multiple subcontractors to insure competitive pricing
- Meet all bid deadlines – no exceptions!

### **Project turnover:**

- Properly turn over bid documents and sub buyout information to Sr. Leadership in a timely manner.
- Review drawings with Sr. Leadership and highlight areas of concern
- Review project cost with Sr. Leadership and highlight subs/material vendors.
- Complete project kick-off form to ensure compliance

### **Subcontractor award:**

- Thoroughly review proposals, checking for proper scope.
- Ensure that subs are aware of (and commit to) the project period of performance
- Provide subs with all relevant information.
- Look for & qualify new subcontractors.

**Customer Relationships:**

- Maintain contact with customers to ensure identification of opportunities and customer satisfaction
- Complete follow-up requests in a timely manner.
- Responsible for maintaining good customer relations

**INTERNAL/EXTERNAL COOPERATION:**

- Adhere to all company policies, procedures and business ethics codes and ensure that they are communicated and implemented within the team
- Demonstrate ability to interact and cooperate with all company employees
- Build trust, communicate effectively, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity
- Maintain professional internal and external relationships that meet company core values

Proactively establish and maintain effective working team relationships with all support Experienced and proficient in Microsoft Office applications, i.e. Word/Excel/Power Point. Strong vocabulary, spelling, and grammar for professionally written correspondence.

**Compensation is negotiable:****Experience:**

- Construction estimating (Access Control, IP Video, Intrusion, Fire Alarm, Structured Cabling): 3-5 years (Preferred)
- You have experience using Microsoft Office Procore Estimator and industry specific software systems including Excel, Bluebeam, Smartsheet.
- Ability to Commute project sites:

**Work Location:** Remote