



Business Development Manager – Special Projects

Since 1980, DynaTen (a Comfort Systems USA Company) has been successfully providing Commercial Service and Construction Solutions to the greater North Texas market. We partner with our customers and understand that technical expertise and flawless execution is what they expect and what DynaTen consistently delivers. That is why customers continue to rely on DynaTen to be their chosen provider for HVAC, Plumbing and Building Automation Controls Service solutions. We offer tremendous long-term career opportunities, excellent benefits, and a positive work environment.

Job Opportunity

DynaTen is seeking a Business Development Manager to join our Special Projects team! This is a key position in our organization with opportunities for growth and advancement. The Business Development Manager is responsible for maintaining customer relationships within the customer estimating team. The Business Development Manager will be responsible for presenting Special Project opportunities in the Estimating & Marketing Meetings, coordinating the take-off schedule with Chief Estimator, and supporting estimate reviews for all Special Project proposals. The Business Development Manager will present proposals to customers, maintain communication throughout the award process, and gather feedback on all proposals from customers.

Essential Duties

- Responsible for directing and managing the workflow of the estimating to meet proposal delivery deadlines.
- Responsible for ensuring all proposal “deliverables” are prepared and submitted in a professional manner.
- Responsible for strict adherence to estimating policies and procedures.
- Experience using the following Software: MS Office Excel, Word, Access; Accubid, Quikpen, AutoCAD, Revit

Responsibilities

- Proficient in reviewing estimating plumbing, piping, for projects up to \$5,000,000
- Plumbing systems include DWV, Natural gas, domestic water, Medical Gas Systems
- Mechanical systems include chilled water, condenser water, refrigerant, condensate, steam.
- Ability to manage estimating activities for several projects to meet bid deadlines, including internal pre-bid meetings.
- Prepare pre-bid RFI's
- Prepare material matrix to meet project specifications and Dynaten construction standards.
- Compose Proposal; contents to include project scope, price, clarifications, and exclusions.
- Complete bid forms and other requisite documents requested by the general contractor.
- Preparation of Recapitulation Excel Workbook that will be the basis for management review and acceptance of cost estimate.
- Lead management review meetings prior to bid are submitted.
- Prepare compliance documents in accordance with Dynaten SOP.
- Point of contact for post-bid, pre-award activities; internal and external.

- Lead hand-over meeting to the operation team.

Qualifications

- BS or BA degree preferred (Engineering or Business preferred), will review Technical College Degree; Journeyman Plumber, Pipe Fitter will be considered in place of minimum experience as an estimator stated below.
- Minimum of 5 years as an Estimator for commercial construction.
- Minimum of 10 years of experience in managing or estimating mechanical and plumbing projects.
- Business development experience with both large and small construction customers including general contractors, construction managers, architectural & engineering firms and major developers.
- Experience working with estimators and engineers.
- Strong construction management knowledge.
- Strong verbal and written communication skills.
- Strong analytical skills with experience evaluating mechanical estimates performed by others.
- Strong negotiation skills
- Possesses a sense of duty to the company for what is in the best interest of the company and
- Prompt and responsive with measured urgency
- Commitment to integrity and quality.
- Positive attitude and self-motivated.
- Able to pass a pre-employment drug screen and background check.

What you can expect

- In house and manufacturer led training, leadership development
- Long-term career growth into operations, sales and/or leadership
- Comprehensive benefit package and employer sponsored memberships
- 401k match, PTO, Holiday Pay, and more!
- Annual incentive program

APPLY HERE - <https://forms.office.com/r/4pMVNhLjs2>

EEO Statement – DynaTen is an equal opportunity employer that is committed to diversifying its workforce. DynaTen, Inc does not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status. The statements contained in this document are intended to describe the general nature and level of work being performed by a colleague assigned to this description. They are not intended to constitute a comprehensive list of functions, duties, or local variances. Management retains the discretion to add or to change the duties of the position at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty

proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.