

# AMERICAN CHILLER SERVICE, INC.

Large Tonnage Air Conditioning Specialists

CA Lic. No. 605046

NV Lic. No. 0035255

## Employment Opportunity

**Position Title:** Existing Building Service Salesperson

**Location:** San Leandro, California - United States

**Job Category:** Existing Building Services

**Date Posted:** April 11, 2008

### Description:

Responsible for the order acquisition, job take-off & project management of service agreements, maintenance & repair contracts, retrofits & system upgrade of commercial & industrial heating, ventilating & air-conditioning (HVAC) equipment and systems; providing comfort solutions for building owners. Increases revenues by developing relationships, following up sales leads, generating quotes and obtaining orders from customers.

### Responsibilities:

Calls on management representatives such as chief engineers, property managers, facilities managers, maintenance managers or other professional & technical personnel at commercial, industrial & other establishments & attempts to convince prospective client of desirability and practicability of products or services offered.

- Reviews data to determine material & labor requirements & prepares itemized lists.
- Computes cost factors & prepares labor & material estimates for service or contract estimates, such as planning, organizing & scheduling work, preparing bids, selecting vendors or subcontractors & determining cost effectiveness.
- Consults with clients, vendors, or other individuals to discuss & formulate estimates and resolve issues.
- Reviews scope of work or field recommendations, blueprints, plans & other customer documents to develop and prepare cost estimates & final proposals for mechanical service & other retrofits or service agreements.
- Prepare project proposals & quotations and present to client to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements & allotment of available resources to various phases of project.
- Draws up or proposes changes in equipment, processes, or use of materials or services which would result in cost reduction or improvement in operations.
- Establishes work plan & staffing for each phase of project and arranges for recruitment or assignment of project personnel.
- Confers with project staff to outline workplan & to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule & within prescribed budget.
- Provide overage quotation support & project management as required, ensuring that supporting documentation to customer and internally are completed, and overage materials or subcontractors are coordinated.
- Confers with project personnel to provide technical advice & to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Cultivate professional relationships with local subcontractors for projects that require skills beyond our capabilities.
- Utilize service estimating, contract leads & future work reports for following up on quoted & recommended services.
- Provides technical services to clients relating to use, operation & maintenance of equipment.
- Prepare proposals or service contract for products or services.
- Assist owners in CFC/HCFC strategic plan development & implementation.
- Assist in formulation & implementation of departmental marketing strategies.
- After hours & weekend emergency service support and emergency dispatch on call, handled in rotation approximately every 4-6 weeks.

Sacramento  
Bay Area  
Modesto  
Mailing Address

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## **Skills Required:**

- Knowledge of accounting & finance processes in relation to customer funding of large projects with job cost control.
- Working knowledge of Microsoft Windows environment including Word and Excel.
- Familiar with a variety of PC software applications including integrated sales management/dispatch software.
- Excellent organizational and communication skills.

## **Education and/or Experience Required:**

Bachelor's degree from four-year college, and 2-4 years related experience.

## **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Reports To:** Bay Area Service Business Unit Leader

**Department:** Bay Area Service Group

**Normal Hours:** 8:00AM - 5:00PM

**Exempt:** Yes

## **Benefits:**

American Chiller Service has an attractive paid benefit package available including: Health, Dental, 401k, Vacation & Sick Leave, Paid Holidays, Company Sales Vehicle.

Please e-mail or fax resume to Trent Johnson: [johnsont@americanchiller.com](mailto:johnsont@americanchiller.com) or (916)731-8100

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