



CAREERS

Estimator

Jen-Col Construction Ltd. is looking for an Estimator. The Estimator will work with other team members to obtain new construction contracts and be responsible for the accurate, timely preparation of full-cost estimates for projects, including labour, equipment, and material.

Qualifications and Education Requirements

- Excellent time management and oral and written communication skills.
- Able to work accurately under pressure.
- Able to read and interpret building specifications, blueprints and as-builts.
- Mathematical skills and analytical skills necessary to do labour, equipment, and material and estimates.
- Thorough understanding of Microsoft Office and estimating software such as Timberline and InSite.
- Understand sub-scopes and what each sub-trade should include in its bid.
- Proactive in ensuring job knowledge is current.
- Able to multi-task with many projects on the go simultaneously.
- Ability to work in a team environment with minimum supervision.
- Minimum of five (5) years' experience and proven track record of estimating large, complex commercial and institutional construction projects.
- Experience on construction sites and with building techniques.
- Degree, diploma, or certificate in construction, engineering, business, or related field; Certified Engineering Technologist (C.E.T.) designation from ASET.
- Professional Quantity Surveyor (PQS) designation from CIQS.
- LEED or Gold Seal credentials would be an asset.
- Valid Driver's license.

Responsibilities

- Attend Estimating meetings.
- Review start-up checklist, tender documents, bonding and insurance requests, and website postings.
- Obtain and analyze tender project drawings and specifications.
- Set-up and input estimate in take-off software and verify scale of drawings.
- Prepare estimates of probable costs of labour, equipment, and material for construction projects based on tender drawing and specifications.
- Prepare and maintain a directory of suppliers, contractors, and sub-contractors.
- Prequalifying subcontractors/vendors and track prequalification documents and requirements.
- Invite sub-trades to bid on work and review quotes.
- Liaise, consult, and communicate with engineers, architects, owners, and sub-contractors, and prepare design development budgets and adjustments to cost estimates.
- Assist with project schedule development.

- Input sub-trade scope details into designated spreadsheets.
- Provide technical guidance to junior estimators.
- Facilitate the transition of a project from estimating to project management.
- Attend start-up and close-out meetings.
- Assist project managers with selection and buy-out of vendors and subcontractors.
- Maintain files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, sales brochures, price lists, etc.
- Visit job to identify issues and concerns and to better understand field means and methods.

Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Driving of a company vehicle
- Visits to construction sites (hazards associated with the construction industry)
- Occasional Day Travel required

Please send resumes to careers@jen-col.com or through our website's careers portal <http://jencol.com/career-opportunities>