

# CAREERS

## Estimator (Intermediate to Senior)

The Intermediate to Senior-level Estimator works with other team members to obtain new construction contracts and prepares accurate and timely full-cost estimates for projects including labour, equipment, and material. This position reports to the Estimating Manager.

### Qualifications

- Able to read and interpret building specifications, blueprints, and as-builts
- Mathematical and analytical skills necessary to perform estimates on labour, equipment, and material
- Good understanding of subcontractors' scope of work and what each subtrade should include in their bid
- Full understanding of the items JEN COL needs to quantify for each type of project delivery method
- Understanding of earthwork/civil takeoff and programs such as InSite Sitework
- Excellent time management with the ability to prioritize and work on multiple projects and requirements in order to meet deadlines
- Familiar with value engineering practices and able to incorporate them into reporting and presentation of budgets to clients
- Detail oriented, accurate, and precise
- Active listener with effective verbal and written communication skills
- Able to work and collaborate in a team environment
- Able to maintain composure in a deadline-driven environment
- Proactive in ensuring job knowledge is current
- Proficient with Microsoft Office and estimating software such as On-Screen Takeoff and Sage Estimating

### Education & Experience

- 3+ years of experience in the commercial/institutional construction industry in an estimating capacity
- Familiarity with construction sites and solid knowledge of building techniques
- Degree, diploma, or certificate in construction, engineering, business, or a related field
- Experience working with clients and consultants in various project delivery methods
- Valid driver's license

### Functional Responsibilities

- Obtain and analyze tender project drawings and specifications

- Set up and input estimate in takeoff software and verify scale of drawings
- Send out tender invites, communicate with subtrades, review and analyze subcontractor and vendor quotations
- Prequalify subcontractors/vendors and track prequalification documents and requirements
- Complete quantity takeoffs with On-Screen Takeoff and InSite Sitework software; assess output data
- Input takeoff data into Timberline
- Enter subtrade scope details into designated spreadsheets
- Develop and input Project General Requirements with input from operations and leadership team
- Perform Risk analyses and suggest contingencies to carry in estimates
- Develop hard tender and construction management estimates/budgets for review by Estimating Manager
- Perform start-up process, including completion of potential projects start-up checklist and bonding and insurance requests
- Set up preliminary cost coding
- Assist with maintenance of supplier, subcontractor, and contractor database
- Act as lead estimator for design/build tenders and assist in preparation of CM/DB proposals
- Coordinate tender closing for your own and other projects
- Attend project start-up and close-out meetings and estimating department meetings
- Facilitate the transition of projects from Estimating to Project Management
- Prepare and assemble project reports for clients, Project Managers and Superintendents
- Assist Project Managers with selection and buy-out of vendors and subcontractors
- Assist Business Development department with order of magnitude budgets
- Present budgets to clients as part of the Project team
- Assist with project schedule development
- Practice value engineering and bring projects in on budget
- Lead design-build pursuits, including consultant meetings and requirement deadlines
- Liaise, consult, and communicate with engineers, architects, owners, and subcontractors to prepare design development budgets and make adjustments to cost estimates
- Maintain files of working documents as back-up for estimate figures, including accurate up-to-date information on prices from suppliers. Analyze prior cost and production history
- Visit jobsites for pre-bid meetings to identify issues and concerns and to better understand field means and methods
- Network with subtrades to develop and maintain relationships, ensuring best value is provided

## 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)