



CONSTRUCTION ESTIMATOR

Roles and Responsibilities

- Analyze drawings and specifications.
- Understand contractual terms and conditions.
- Assemble accurate and well organized estimates and proposals in a timely manner for Stipulated Price, Design-Build and Construction/Project Management formatted projects.
- Provide clear detailed quantity take offs.
- Organize sub-contractors quotations, negotiate to insure quotes meet contract documents and issue proper documented purchase orders.
- Complete Budgeting and Scheduling for projects and track same. Monitor progress, requisition change orders and identify any potential risks.
- Maintain relationships with sub-contractors and clients.
- Insure site personnel are provided with proper documentation related to project.
- Work with and deal with concerns of field personnel.
- Provide and maintain unit pricing and database for material and labour costing.
- Formulate cost break down from estimates and for project progress.
- Meet with potential clients to discuss options for proposed services.

Qualifications and Experience

- Previous experience estimating projects into the \$ 5 million range.
- Experience in the ICI building sectors of the construction industry.
- Experience with estimating software and spreadsheet design.
- Ability to use CAD programs.
- Exceptional communication skills.
- Graduate from recognized engineering, architectural or construction management program is an asset.
- Minimum 3 years experience working in the construction field in similar or related position.

Work Environment

- Ability to work in an office and in the field in a fast paced environment with variable working hours.
- Enjoy various challenges with a multitasked position from sales through to the completion of a building project.
- Ideal candidate will have the desire, ability and ambition to work their way up to an executive management position within the firm.

We are a family owned General Contracting firm completing projects in Eastern Ontario along the St. Lawrence corridor from Cornwall to Kingston and the surrounding area of Ottawa since 1958.

How to Apply

Email resume to: resume@DCSnelling.com