



## **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](mailto:resume@DCSnelling.com)