

Job Title: ESTIMATOR

Reports to: President

Indirectly Reports to: none

Direct Reports: none

Indirect Reports: none

Classification: Salary/exempt

Summary/Objective: The Estimator is accountable for the timely and accurate development of calculated costs associated with specific projects.

Main Responsibilities:

- Develop detailed cost and risk analysis along with resource alternative proposals and recommendations related to specific projects to create an accurate assessment of the project cost using project documentation and client requests
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Qualify plans to ensure the project falls within our scope of work
- Collaborate with various department leads to ensure adequate allocation of resources within the estimate
- Use developed and vetted estimates to create bids and plan proposals
- Present estimates, bids and proposals to the Leadership team for analysis, review and approval
- Identify, verify and convey project related details including scope of work, site conditions, dimensions and specifications
- Document and present assumptions against errors, omissions and possible misinterpretations within requests for tender packages
- Source, evaluate and assess risk of vendors, suppliers and subcontractors
- Participate in review meetings and travel to project stakeholder sites to offer insight and clarification of proposal items as required
- Assess the impact of change orders and work with applicable department leads to minimize disruption to the forecast
- Monitor and review all documentation associated with the tender, bid and proposal for adherence to the estimate parameters
- Communicate continuously with the leadership team to ensure cohesion and a transparent transfer of information and responsibility
- Cultivate and maintain solid working relationships with stakeholders both internal and external to the facility to fortify the positive reputation of the Company
- Create and maintain in accurate detail all project documentation including, drawings, financials, schedules, logistics, billing, and change orders related to the estimating process

- Promote and enforce adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Recommend training and continuous improvement options
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Highly motivated with a proactive approach
- Exceptional customer service, interpersonal and relationship building skills
- Advanced written and oral communication skills to effectively interact with and influence people at all levels
- Proven project planning, problem solving, decision-making, and business reasoning skills
- Excellent prioritization, time-management, organization and multi-tasking skills with an ability to work in a fast-paced environment on short deadlines
- Strong presentation skills including the ability to speak effectively before groups and clients
- Accuracy with mathematical calculations and basic cost accounting principles
- Profound attention to detail
- Solid mechanical aptitude
- Strong conflict resolution, critical thinking and analytical skills to resolve issues quickly
- Enthusiasm and willingness to learn
- Demonstrated ability to work both independently and as part of a team
- Fluidity to work with projects based on the imperial system of measurement

Requirements (education/certifications/licences/passport/clean drivers abstract):

- 5 years hands-on experience in commercial construction, millwork, fabrication or related industry
- 5 years experience in estimating large commercial millwork projects
- A thorough understanding of the millwork and construction industry and the materials used
- A thorough understanding of the Architectural Woodworking Institute standards
- Valid passport and ability to travel internationally
- Post secondary education in Construction Management, Engineering or related field would be considered an asset
- Ability to accurately read and interpret architectural plans, drawings and specifications
- Ability to understand customer expectations, site conditions, and unusual contractual obligations prior to pricing
- Ability to travel, including internationally
- Efficient with all Microsoft applications

Working Conditions: office environment

Travel Requirements: Travel, including internationally, is associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 9, 2021