



JOB PROFILE INFORMATION

POSITION TITLE : **Estimator**
DEPARTMENT : **Estimating**
LOCATION : **Wingham, Ontario**
REPORTS TO : **Estimating Manager**

SUMMARY OF ROLE

Responsible for the pre-construction phase of a project including the ability to price, administer, negotiate and analyze the various stages of construction.

KEY CUSTOMERS SERVED

- Prospective Customers
- Suppliers and Vendors
- Company Managers
- Tool, Purchasing and Estimating Groups

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Reviews bid packages to determine resources required to complete request for quotation
- Coordinates estimate between trades involved, ensuring tender scope is being fully accounted for in the most cost efficient manner
- Review bid documents and determine which sub-contractors need to be involved in the completion of the bid
- May need to prepare Scope of Work
- Prepares detailed bid packages for applicable trades and sub-contractors for their use in preparing supporting quotations
- Assembles pricing
- Assesses cost of rentals, tools, equipment, non-productive labour and determine average labour rate
- Coordinates of tender proposal requirements, including but not limited to:
 - review of terms and conditions
 - bonding and insurance requirements
 - tender breakdown requirements
 - organization charts and resumes
 - company experience
 - craft rates and mark-ups for additional work
 - preliminary schedules
- Assembles estimate and pricing and review with Estimating Manager including but not limited to:
 - labour efficiencies and productivity related issues
 - indirect labour requirements
 - construction equipment requirements
 - overhead and profit levels
- Prepares material takeoff
- Participates in post tender activities, such as:
 - coordination of sales effort and follow up
 - tender review meetings
 - tender negotiations
 - project initiation activities
- Attends kick-off meetings, as required
- Maintains up-to-date knowledge and awareness of current market conditions affecting the cost of construction

- Maintains knowledge of contract laws and obligations, material specifications, scheduling and regional variations affecting the supply of labour, materials and modern construction methods
- Ensures responsibilities and accountabilities are carried out in a safe manner in accordance with Montgomery Industrial Services Limited safety policy/procedures, ISO 18001 standards and OHS requirements
- Ensures that environmental aspects within his/her sphere of responsibility are adhered to pursuant to ISO 14001 requirements

PERFORMANCE CRITERIA

- Accuracy and timeliness of prepared bids and quotes
- Demonstrated knowledge of unit pricing
- Success in winning bids/estimates

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- Community College Diploma in a Technical Discipline or Equivalent Construction Industry Experience
- Construction Estimator Certified or enrolled in the Gold Seal Estimator Certification program (C.C.A.) and/or
- Completion of Required courses through the Canadian Institute of Quantity Surveyors
- C.E.C. designation

Specific Experience or Skills

- Scheduling experience
- Knowledge of multi-trade disciplines

Personal Attributes

- Excellent organizational skills
- Excellent interpersonal relations
- Proficiency in Word, Excel, Microsoft Project
- Team player
- Works well under time constraints