



## JOB DESCRIPTION | INTERMEDIATE CONSTRUCTION ESTIMATOR

### Job summary

This position is responsible for the quantification, cost estimation, and bid preparation for all construction projects. Reporting to the senior estimator, estimators work closely with project managers and superintendents in the preparation of estimates and project initiation and planning.

### Key responsibilities

- Spearhead competitive tenders and project budgets on projects ranging from 2 million to 30 million
- Complete review of Issued for Tender Specifications and Drawings
- Attend and participate in pre-bid/site assessment meetings
- Involvement with budgeting for construction management or design build pursuits
- Performing all labour, material and equipment take-offs and associated pricing
- Contacting and communicating with all required subtrades for each tender to ensure understanding and completeness of scope
- Ensuring all the required information is completed and assembled prior to the tender deadline
- Coordinate preparation of full estimates, identifying inherent risks and opportunities
- Preparation of Bid Packages for Construction Management projects
- Oversee the tendering and award of subcontracts
- Assembles complete accounting packages prior to job start-up to manage the financial control of the project
- Assist with the transition of projects from the estimating team to the assigned construction team
- Promote and monitor occupational health and safety culture within the organization
- Manage own career development and provide mentorship to other staff

### Key results areas

- Estimate quality, timeliness, and accuracy
- Project profitability

### General duties by function

#### Business Development

- Promote Farmer brand at all times; be an ambassador for the company in and outside of work
- Assist the Senior Estimator to identify opportunities
- Assist and/or manage proposal preparation and submission, and responses to RFP/RFQ calls

#### Estimating

- Solicit operational support as required in preparation of estimates
- Prepare tender and proposal responses and associated deliverables (bonds, insurance, etc.)
- Prepare estimates for review prior to submission of quotations or bids
- Assist or manage the closing of estimates and bid delivery
- Manage document distribution through estimate phase internally and externally

- Manage bidder solicitation and ensure scope coverage
- Review design with key subcontractors during bid phase to ensure coordinated plans and complete scope
- Prepare project turnover packages upon successful award of a project

### Health, Safety, & Environment

- Perform periodic jobsite inspections
- Identify and address major OHS and environmental risks at bid stage; solicit input as required
  - o Hazardous materials assessments and contract risk
  - o Environmental contamination and contract risk
  - o Temporary works engineering and associated costs
  - o Major OHS controls (fall protection, confined space) and associated costs

### Project Execution

- Assist project manager with supplemental estimating to support changes and/or significant changes in scope
- Assist the project managers in resolution of commercial issues with clients and subcontractors, particularly where issues relate to original bid/proposal
- Manage assigned projects as project manager when applicable

### Operational Performance

- Assist the project managers in the evaluation of project financial reports
- Review project financial reports for variations from budget/estimate
- Assist senior estimator in compiling historical data for incorporation in future estimates

## Qualifications

### Education & Experience Requirements

- 5+ years of experience in construction estimating, mandatory
- Experience with hard tender closing, mandatory
- Experience in industrial, commercial, institutional construction, strongly preferred
- Bachelor of Engineering, Certificate in Engineering Technologies, or equivalent, an asset
- Professional Quantity Surveyor (PQS) accreditation, an asset

### Technical & Interpersonal Requirements

- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications
- Proactive problem-solver that can manage difficult situations with positive results
- Good knowledge of MS Office suite, specifically Excel and Outlook
- Experience with Timberline, Bluebeam, On-Screen Takeoff, Plansource, and Plan Grid, an asset