

# Position Description

## Construction Estimator

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### Challenging and Complex Construction – Municipal / Infrastructure / Government

#### Core Business Units

- Water and Wastewater
- Civil Infrastructure
- Concrete and Earthworks
- Process Mechanical
- Institutional and Government
- Design Build
- Remote Access Locations

#### Summary

As an Estimator you will be responsible for preparing and coordinating complete estimates for Industria tenders, primarily focusing on municipal, federal builds and infrastructure pursuits, in both public and private sector markets throughout Western Canada. Reporting to the Director, Estimating, you will be based out of our Surrey, British Columbia office. Experience in the capacity of Project Manager will be an asset.

#### Responsibilities

- Review proposal specifications, drawings, attend pre-bid meetings to determine scope of work and required contents of estimate.
- Select vendors and/or subcontractors and determine cost effectiveness of projects to be bid.
- Perform Risk and Contract Management responsibilities as required.
- Prepare discipline estimates by calculating complete takeoff of scope of work.
- Consult with clients, vendors and other stakeholders to discuss and formulate estimates and resolve any potential issues.
- Review design options and recommend best solution based on cost, engineering quality or availability of materials.
- Review list of work to be performed by subcontractors.
- Review final estimate and apply strategic cost factors where necessary.
- Monitor client changes and advise the estimating team of all changes in scope during the estimate period.
- Follow awarded contracts as assigned – may include estimating extra work items, change orders, credits.
- Advise on major changes in scope of work and monitor actual cost to estimated cost.
- Search, analyze and communicate to the team options for the most effective means and methods of construction.
- Prepare bids, select vendors and/or subcontractors and determine cost effectiveness of projects to be bid.

#### Requirements

- Experience with B2W or HeavyBid software desired.
- Minimum of five years estimating and cost control related experience, with at least three years in infrastructure related construction and three years in commercial construction.
- Proficient with MS Projects.

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- Proficient with MS Word, Excel.
- Technical knowledge and experience bidding design-build projects in Canada is an asset.
- Thorough knowledge (ideally with hands on application) in the construction of commercial and industrial buildings, tenant improvements, earthworks, concrete structures and civil projects.
- Mechanical or process mechanical experience will be an asset.
- A clear understanding of logistical issues involved with remote project work.