

Position Summary:

The **Chief Estimator** is responsible and accountable for the direction, preparation and documentation of the estimating and purchasing full cycle process for all structural, earthworks, sewer, watermain and road construction projects for Niran.

Key Duties and Responsibilities:

- Interpret project drawings and specifications
- Assess contract documents and prepare estimates of detailed costs of materials, labour and equipment for Structural, earthworks, sewer, watermain and road construction projects based on contract bids, quotations, schematic drawings and specifications, including regional and municipal standards
- Administer tendering procedures, examine and analyze tenders, recommend tender awards and assist with negotiations
- Establish and maintain tendering process and set up cost monitoring and reporting systems and procedures
- Negotiate best pricing and prepare purchase orders and subcontract orders
- Collect pricing from subcontractors and suppliers
- Establish project budgets to be used in costing system
- Prepare cost and expenditure statements and forecasts at regular intervals for the duration of a project
- Prepare and maintain a directory of suppliers, contractors and subcontractors
- Liaise, consult and communicate with engineers, owners, contractors and subcontractors, and prepare change orders and adjustments to cost estimates
- Ensure accurate take-off of quantities from project drawings
- Negotiate and incorporate addendums to plans and specifications of ongoing projects
- Prepare construction progress schedules
- Specialize in estimating costs for structural, earthworks, sewers, watermain and road construction projects
- Monitors trade publications for project leads
- Prepares bid bond applications
- Reviews and ensure that sub-contracts and Purchase Order's meet agreed upon prices and conditions
- Reviews tender and issued for construction drawings in order to capture changes to the contract not identified by engineer
- Other Assignments as required

Qualifications:

- Professional Engineer designation, P.Eng or C.E.T.
- 15 years experience as an estimator for sewer, watermain and road construction projects with knowledge of GTA and/or southern Ontario regional and municipal standards
- Subdivision Servicing experience is required
- Ability to read and understand drawings, standards and specifications
- Excellent organizational and planning skills and ability to manage multiple projects
- Ability to meet tight deadlines while maintaining accuracy
- Excellent verbal and written communication skills
- Strong negotiation skills
- Strong interpersonal and relationship building skills with both internal and external stakeholders
- Strong analytical and problem solving skills
- Highly developed mathematical skills
- Self-starter with a willingness to challenge the status quo
- Ability to work with minimum supervision
- Advanced knowledge of computerized industry standard estimating systems and MS Office [Excel]
- Gold Seal certification is an asset
- Team player with a positive 'can do' attitude

Why Join the Company:

- Be part of an industry leader and work with a professional hard-working team who care, deliver as promised and do the job right the first time

Contact:

Interested and qualified candidates are invited to submit a resume and cover letter to: hr@niran.ca
Please put position title in email subject line. Thank You!

