

ESTIMATOR – CONSTRUCTION TEAM

The Holborn Group is seeking an experienced Estimator to join the Holborn team.

Duties and Responsibilities

A. Bid Phase:

- Reviews and prepare bid documents including general conditions, tender form, drawings, specifications and required price breakdown
- Prepares pre-bid cost estimates
- Reviews bonding & insurance requirements and in conjunction with the finance department ensures that bid submission requirements are met
- Identifies ambiguities and unique technical requirements of the bid or as put forward by the bid team and addresses them with the Engineering Consultants, if appropriate
- Develops a bid preparation schedule identifying the tasks, assignments and deadlines
- ensuring all bid closing dates are met
- Attends project pre-tender meetings when necessary
- Evaluate proposed construction methodologies to determine the best solutions based on cost, quality, and availability of materials
- Present finished cost estimates to general manager and senior management and provides input based on strategic market intelligence
- Review, prepare and submit Request For Quotation (RFQ)'s from vendors and subcontractors
- Be called upon to provide advice and counsel as an experienced professional

- Proficient use of multiple technical software packages, including Estimating and Scheduling

B. Award Phase:

- Along with the Project Manager, communicate and enforce the Health and Safety program.
- Ensures the estimate file is finalized and reviewed with the General Manager
- Ensures integrated bid and project methodology with Project Manager
- Ensures estimators work with the Project Managers and Job Cost Accountants to prepare job tracking data (i.e. schedule information and financial costs codes c/w budgets)
- Attends project pre-construction meetings if appropriate
- Monitor bid outcomes

C. Job Phase:

- Ensures change orders are priced
- Provides guidance and assistance to the project manager on specific items related to the project bid/award phase

D. Job Close:

- Participates in the Lessons Learned session at substantial completion of the project.
- Review and analyze actual project costing and production information against estimates, and develop historical databases

Qualifications

- Demonstrated knowledge of equipment types and different civil construction methods
- Knowledge and experience in developing labour, equipment, and other construction cost rates
- Consistency of estimating system use through the region
- Consistency in estimating best practices
- Communication of estimating system updates and changes
- Reviews of large contracts bid practice
- Methodical, accurate and high attention to detail
- Strong coordination and organizational skills
- Expertise with cost estimating processes and standards in all formats, including Lump Sum and Unit Rate contracts
- A solid understanding of related computer applications including spreadsheet and scheduling software
- Strong interpersonal and relationship building skills
- Excellent leadership skills
- Ability to make decision in a timely manner, sometimes with incomplete data and under tight deadlines and pressure
- Strong problem solving and analytical skills and the desire to seek solutions
- Proficient with BID2WIN Estimating Software and Microsoft applications, specifically Excel, Word and PowerPoint
- Excellent communications and organizational skills

Education and Work Experience

- Eight (8) years' of relevant industry experience in project coordination, communications and/or community engagement work is preferable
- Undergraduate Degree or Diploma in related field (construction, engineering or business)

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to careers@holborn.ca.