

PIVOTAL RECRUITMENT

-THE KEY TO YOUR SUCCESS-

Estimator Concrete

Our client is looking for an Estimator, Concrete to provide essential concrete estimating for contractor proposals. Responsible for gathering, calculating and compiling data for use in earthworks-related estimates; completing take-offs. This role will report to the Manager, Estimating and is located in Calgary or Edmonton (Acheson).

Key Responsibilities

- Prepare and/or coordinate the preparation of full cost estimates on conceptual, design-build or general tender work
- Prepare concrete estimates by calculating complete takeoff of scope of work
- Maintain files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, sales brochures, price lists, etc.
- May review design options and recommend best solution based on cost, engineering quality, or availability of materials
- May assist Division Manager and other Estimators with execution plan, manpower loading, logs and scheduling
- Review proposal specifications and drawings to determine scope of work and required contents of estimate
- Review proposal package to determine relevant deliverables and coordinate with other disciplines (site management, scheduling etc.) to complete tasks
- Prepare accurate quantity surveys and estimates for those divisions of the project as assigned
- Solicit subcontractor and/or supplier quotations or scheduling input as required for the assignments
- Participate in plan review and estimate reviews for respective projects
- Assist in compiling historical cost data for projects
- Develop list of subcontractors/suppliers to solicit quotes on the project
- Collaborate with Architects/Engineers to request clarifications or additional information
- Attend project meetings and perform site investigations as assigned
- Become familiar with estimating, quantity, and scheduling software
- Provide estimating leadership responsibility for small sized projects, as follows:
 - Complete pre-construction survey and other preliminary documents
 - Perform majority of quantity surveys and pricing estimates
 - Complete general conditions
 - Prepare vendor proposal comparison and estimate summary sheets
 - Conduct plan review
 - Obtain applicable wage rates
 - Coordinate with others the completion of the proposal
 - Develop and complete project schedule
- Support other department personnel including preparing estimates in other disciplines

Skills & Qualifications:

- Bachelor's degree or diploma in Civil Engineering, or equivalent combination of education and experience
- 5 to 10 years' experience in estimating Civil construction projects, specifically focused on concrete
- Experience Leading and Closing estimates
- Experience with estimating software is required. Hard Dollar is the software of choice but experience with Bid to Win, HCSS, Timberline will also be given consideration
- Working knowledge of P6, Auto Cad and Civil 3D would be beneficial
- Read, analyze and interpret blueprints, professional journals, technical procedures, contracts or government regulations
- Write reports, business correspondence and document project activities
- Proficiency Microsoft Office Suite including Outlook, Word, Excel and SharePoint
- Ability to maintain positive working relationships with others, both internally and externally
- Calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume; ability to apply concepts of basic algebra and geometry
- Ability to assume responsibility to interface and communicate effectively with others, have strong interpersonal skills and be self-motivated
- Ability to anticipate, understand and respond to the needs of project managers, superintendents, clients, customers and the general public