

Estimator

M. Sullivan & Son Limited (Sullivan), headquartered in Arnprior, Ontario, is one of Canada's oldest family-owned construction companies. For more than 100 years we've built a sterling reputation for completing projects on-time and on-budget for clients in the industrial, commercial, institutional and public sectors.

With an increasing portfolio of projects and to address future staffing needs, Sullivan needs to add to its team of quality employees. We are currently looking for an **Estimator** to join our team. Sullivan provides a dynamic work environment and offers a competitive salary and benefit package.

Your New Role

Reporting to the V.P. Estimating, the Estimator is responsible for all actions required to prepare estimates and tender documents for large commercial, industrial, or institutional construction projects. These responsibilities include estimating the cost of labour, material, and equipment, as well as the analysis of sub-trade requirements for upcoming projects.

The Estimator is responsible for all aspects of construction project estimating such that they must be able to complete the entire bid from initiation to completion of the tender in a timely manner.

Your Duties

While the Estimator is responsible for a multitude of duties, the main functions include:

- Work collaboratively with the Estimating team, obtain bidding documents, determine the scope of work, and define the contractual requirements of the project
- Solicit and coordinate sub-trade tenders and supplier quotations for labour, material, and equipment to meet project specifications and budget requirements
- Work collaboratively with the Project Managers, negotiate and award contracts to successful sub-contractors, as required
- Quantify all aspects of the tender documents using automated estimating processes, systems and documentation procedures
- Prepare detailed project cost estimates and bids for senior management approval
- Create baseline schedules for approval by senior management (to determine project length and overheads)
- Monitor cost and schedule fluctuations to make appropriate revisions to cost estimates
- Apply value engineering techniques to improve productivity and lower costs
- Complete post-bid analysis on successful and unsuccessful bids
- Contribute current cost and productivity information into the company database
- Manage incoming trade and supplier information along with receiving and managing sub-trade and supplier interests on various bids
- Receive and discuss business opportunities with the S.V.P. of Project Pursuit and V.P. Estimating

Your Skills

- Conceptual estimating skills for design build projects
- Ability to read and interpret construction drawings and specifications
- Ability to trust and work collaboratively within a team environment
- Communicate effectively with both internal and external partners
- Effective problem-solving and decision-making skills
- Ability to handle multiple priorities concurrently to meet deadlines
- Effective organizational skills
- Extensive knowledge of the construction industry and generally accepted estimating principles and practices

What You'll Need to Succeed

- Post-secondary education in Engineering, CET, Commercial Estimating, or equivalent
- 8+ years' of estimating experience in a construction environment
- Experience with estimating civil projects and ICI projects
- Experience with Sage Timberline, PlanSwift, or other construction/estimating software
- AACE or GSC designation considered an asset
- Professional Quantity Surveyor (PQS) or Construction Estimator (CEC) by the Canadian Institute of Quantity Surveyors (CIQS) designation considered an asset
- Construction site experience considered an asset

Sullivan is an equal opportunity employer and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Please note your accommodation requirements in your cover letter.

Please send your cover letter and resume by email or fax to:

Human Resources

M. Sullivan and Son Ltd. 236 Madawaska Blvd,
Suite 100 Arnprior, Ontario, K7S 0A3
Tel: (613) 623-6584
Fax: (613) 623-8768
Email: humanresources@sullivan.ca
www.sullivan.ca

Only candidates who have been selected for an interview will be contacted.

“Construction excellence since 1914”

