

Sr. Estimator/Manager of Estimating

ADASIM's experienced team specializes in new development with a focus on subdivision projects. We are seeking a skilled and experienced Estimator to manage the tendering and procurement process with confidence. This position is an integral role leading the estimating department, and supporting our business objectives by securing projects that maintain essential workflow while liaising and building strong relationships with clients, consultants and suppliers.

Primary criteria:

- Minimum 5 years of proven experience estimating new subdivisions / sewer and watermain projects, roadwork and earthworks
- Proficiency with multiple computer operating systems and software applications including EXCEL and Bid2Win.
- Must possess a strong comprehension of GTA and surrounding regions/municipal technical documents, standards and specifications
- Excellent written and spoken communication skills
- Exemplary analytic problem-solving and troubleshooting skills
- Proven leadership skills with a large and diverse workforce
- Ability to nurture effective professional relationships with staff and clients
- Strong project management abilities
- Confidence to thrive under pressure
- Professional demeanor and attitude
- Valid driver's License
- Ability to work overtime when necessary to submit tenders on the agreed deadlines
- Have an understanding of IUOE Local 793 and LIUNA Local 183 Collective Agreements
- The position is fulltime in-office

Job Duties:

- Review tender documents and prepare estimates for the detailed cost of materials, labour and equipment for structural components, earthworks, sewer, watermain and road construction projects based on contract bids, quotations, schematic drawings and specifications, including OPSS, OPSD, regional and municipal standards.
- Manage all aspects of the tendering process including selection of preferred vendors and subcontractors, including negotiations with all stakeholders.
- Collect pricing from various subcontractors and suppliers through detailed Request for Quotation (RFQ's). Negotiate industry leading best pricing and prepare purchase orders and subcontract orders.
- Liaise, consult and communicate with engineers, owners and subcontractors, and prepare change orders and adjustments to cost estimates.
- Prepare accurate and detailed take-off of quantities from project drawings.
- Prepare construction schedules.
- Specialize in estimating costs for structural, earthworks, sewers, watermain and road construction projects.
- Review and ensure that Sub-Contracts and Purchase Orders meet agreed pricing, contract compliance and conditions.

We offer competitive compensation based on experience including a relocation allowance. If you have the skills and experience required for this position, we would love to hear from you. Please submit your resume and cover letter detailing your relevant experience and qualifications.