

Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Vice President of Operations

General Description

The Chief Estimator will coordinate all aspects of estimating for BLT projects acting as both Construction Manager and General Contractor.

Roles and Responsibilities

Core Competencies

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
- Ability to work in and support a strong team concept but have the ability and insight to work independently
- Lead the estimating team, with the ability and function to mentor as well as answer questions for all estimating team members, actively participating in training of junior members as required
- Ensure the flow of project information is maintained and documented
- Be “results oriented”
- Present oneself as professional, innovative, creative, and a self-starter
- Foster a positive and professional work environment both onsite and in the office with trades and co-workers
- Manage projects profitably as it relates to BLT’s bottom line. Be creative and ensure BLT’s profitability is maximized
- Strong time management skills
- Maintain a good working knowledge of trade unions, their agreements and stipulations as it relates to pricing of work
- Understand BLT’s Occupational Health and Safety Policies and assist Site Superintendents and Project Managers in the execution of BLT’s policies
- Identifies risk issues and assesses them on their order of magnitude

Primary Functions, Responsibilities, and Duties

- Possesses and demonstrates thorough understanding of all disciplines of construction documents, from Architectural, Design, Mechanical, Electrical, Structural, Civil and Landscaping amongst others
- Has intimate knowledgeable and demonstrates understanding of construction science as well as sequence of work from beginning to end of a construction project
- Reviews constructability challenges with operational staff, and providing solutions to same with regards to scheduling, coordination for site logistics and other exhibits

- Analyzes alternate means and methods to determine the most economical alternatives as required
- Assist in determining which projects to bid for and suggests as well as implement techniques and strategies to produce the most accurate estimates
- Responsible for estimating resource management of the team based on project and company needs
- Accurately processes contract drawings and specifications from a senior level of experience, ensuring that drawings are fully coordinated and that errors and/or omissions are identified and steps to rectifying are executed in a timely and efficient manner
- Has strong understanding of Construction Contracts and Construction Law
- Maintains and communicates data on construction and material cost trends that may impact project costs
- Attends project sites for walk throughs and meetings as required
- Ability to prepare Class D Construction Cost Estimate
- Ability to prepare Class C Construction Cost Estimate at the end of Schematic Design Phase.
- Ability to prepare Class B Construction Cost Estimate at the end of Design Development Phase.
- Update the Class B Construction Cost Estimate at defined intervals of Construction Documents completion.
- Prepare a Class A Construction Cost Estimate at the end of the Construction Document Phase
- Maintains and constantly updates Trade Tender list according to varying project requirements
 - Responsible for sourcing and qualifying new trades
 - Responsible for reviewing existing trades through communicating with all BLT team members at project start-up and close-out to determine strengths and weakness of each trade
 - Organizing the trade list to ensure each trade's manpower, union (or non-union) status, identifying limits to each trade's project value size, etc. are noted for future consideration
- Thoroughly reviews documents, and prepares all estimate documentation including but not limited to:
 - Identifying and pre-qualifying appropriate subcontractors and suppliers to bid each project and creating project specific tender bidder's list for BLT review and tender document distribution
 - Creating detailed, written scopes of work specific for each scope noting not only known inclusions and exclusions based on the project documents but also including for add all foreseeable unknowns and scope considerations not noted in the project documents
 - Detailed bid forms with all Supplemental Conditions and/or Appendices accurately stipulated
 - Completing all quantity take-offs as required
 - Creating and updates drawing and document logs
 - Bid analyses templates showing break out scope and cost categories as defined by BLT

- Efficiently execute s the complete tender bid process, by:
 - Creating follow-up procedures and confirming with each bidder that pricing will be closed on time throughout the bid time allotted
 - Ensuring all RFIs are immediately released and responses are immediately received for redistribution and ultimately, clarification to the bidders
 - Reviews, in fine detail, all bids for completeness and accurately enters data into the analyses, relating it back to the budget allotted
 - Clearly, accurately and formally presents the most competitive and complete bidder recommendation for each scope of work
- Aids in creating Contract documents with the Project Management/Senior BLT Team, ensuring that:
 - All Addendums and drawings, specifications and scopes of work, logs etc. issued during time of tender are clearly referenced and provided
 - Cash Control Program and Cash Flow Forecast for the project are created and provided per the project budget
- Researches historical BLT tendering and award data, compiling information requested by the BLT team in an organized and clear format for team reference

Communication

- Meet with all BLT members, Clients and Consultants in a professional manner and have the ability to communicate effectively both the concerns and best interests of the company
- Instil a positive working relationship with Clients and Consultants to encourage repeat business
- Build effective relationships with specialty contractors, suppliers and user groups that reflect and support our company's core values that meet or exceed the customer's expectations
- Co-ordinate, manage and communicate with all subcontractors and effectively deal with problems such as delivery, labour, schedule and payment disputes

Secondary Functions

- Any reasonable requests by management are valid job assignments