

## Position Summary

Location: Vancouver, British Columbia, Canada  
Position Type: Permanent Full-Time  
Reports To: Chief Estimator

## General Description

The 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
- 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

### Primary Functions, Responsibilities, and Duties

- Process contract drawings and specifications
- Prepare estimate documentation and execute the “bid” process with designated subtrades
- 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
- Assist Project Manager in preparing a Cash Control Program and prepare a Cash Flow Forecast
- Update the Class B Construction Cost Estimate as required
- Prepare a Class A Construction Cost Estimate at the end of the Construction Document Phase
- Develop methods of solicitation for Subcontractors and distribution of addenda
- Prepare and prequalify criteria for Subcontractors and Suppliers as required
- Review for completeness and coordinate all bid documents
- Prepare competitive analyses of Bids and relate this back to the budget allotted
- Prepare and update the Construction Cost and cash flow budget
- Ensure Contract Documents reflect Addendums issued
- Maintain Trade Tender list by CSI division