

We are a large Manitoba Property Development firm looking for a highly motivated person with some field experience in above and below ground infrastructure to train for this position.

POSITION:

Construction Project Estimator/Co-ordinator/Surveyor

LOCATION:

Allen & Bolack Excavating Ltd. Brandon, MB.

START:

ASAP

WAGE:

TBD

HOURS OF WORK:

Full-time

Duties & Responsibilities

- Prepare and submit project estimates to clients.
- Determine needed resources (manpower, equipment, materials, subs, etc.) from start to finish with attention to budgetary limitations.
- Work with the client from the start of each project to ensure you understand the project scope and vision
- Collaborate with engineers, architects, etc. to determine the specifications of the project
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Obtain utility locates
- Order project materials required and ensure estimate matches invoice
- Evaluate progress and report to upper management
- Process change orders
- Collaborate with superintendent regarding communication of scope of work
- Administer paperwork for project progresses and completions (i.e. final completion certificates, stat decs., etc.)
- Be efficient in survey work in terms of layout, as-builts, and GPS work.
- Drone work and Auto-Cad work are definite assets.

Skills & Competencies

- Working experience in construction management or similar role is an asset.
- Ability to read blueprints and plan sets
- Strong knowledge of construction infrastructure materials, processes and equipment
- Familiarity with quality and health and safety standards
- Outstanding interpersonal and communication skills
- Outstanding negotiation skills
- Excellent organizational and time-management skills
- Team player with leadership abilities
- Knowledge of construction/estimating software an asset
- Knowledge of MS Office
- Critical thinker and problem solver, with ability to perform under pressure of deadlines.

Education & Training

- C. Tech or better

Application Procedure:

Email: Kelley@allenandbolack.ca

Fax:204-729-0491

Mail or Drop off:

1540 14th Street East

Brandon, MB.

R7B 0S3

Attn: Office Administrator