



JOB PROFILE INFORMATION

Schedule A

POSITION TITLE: *Structural Steel Erection Estimator*
DEPARTMENT: *Structural Steel and Bridge Division*
LOCATION: *Head Office – Niagara Falls*
REPORTS TO: *Area Manager*

SUMMARY OF ROLE

Responsible for the pre-construction phase of a project including the ability to price, administer, negotiate and analyze the various stages of estimating & tendering

KEY CUSTOMERS SERVED

- Prospective Customer (Owners, General Contractors, Sub-contractors)
- Suppliers and Vendors
- Company Managers
- Tool, Purchasing and Estimating Groups

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Regularly monitors Government and Private web sites to review potential tendering opportunities.
- Will present findings to the project team to select appropriate projects
- Communicates with Owners, General Contractors, Engineers verbally and electronically (email) to learn of up and coming work
- Maintains manual and computer logs of contacts, future opportunities for follow-up
- Obtains tender documents via courier, downloading, email or manual pickup
- Reviews bid packages to determine resources required to complete the request for quotation
- Maintains document control
- Reviews bid packages to sort/summarize pertinent documents
- Coordinates estimate between trades involved, ensuring tender scope is being fully accounted for in the most cost efficient manner
- Review bid documents and determine which sub contractors need to be involved in the completion of the bid
- May need to prepare a Scope of Work
- Prepares detailed bid packages for applicable trades and subcontractors for their use in preparing supporting quotations
- Attends pre-bid meetings which can include detailed & lengthy site investigations, i.e. climbing ladders & stairs, crawling into tight areas, carrying drawings, etc.
- Reading crane charts
- Assembles pricing
- Assesses cost of rentals, tools and equipment, ~~non-productive labour and determine average labour rate~~
- Coordinates of tender proposal requirements, including
 - ✓ Review of terms and conditions
 - ✓ Bonding and insurance requirements
 - ✓ Tender breakdown requirements
 - ✓ Organizational charts and resumes
 - ✓ Company experience
 - ✓ Craft rates and mark-ups for additional work
 - ✓ Preliminary schedules
 - ✓ Site review and analysis of site conditions and hazards
 - ✓ Track addenda and distribute
- Assembles estimate and pricing and review with Estimating Manager including
 - ✓ labour efficiencies and productivity related issues
 - ✓ indirect labour requirements
 - ✓ construction equipment requirements
 - ✓ overhead and profit levels

- Prepares material takeoff
- Participates in post tender activities, such as
 - ✓ coordination of sales effort and follow up
 - ✓ tender review meeting
 - ✓ tender negotiations
 - ✓ project initiation activities
- Attends kick off meetings as required
- Maintains up to date knowledge and awareness of current market conditions affecting the cost of construction
- Maintains knowledge of contract laws and obligations, material specifications, scheduling, materials and modern construction methods
- Ensures responsibilities and accountabilities are carried out in a safe manner in accordance with E.S.Fox Ltd. safety policy/procedures, ISO 18001 standards and OHSA requirements.
- Ensures that environmental aspects within his/her sphere of responsibility are adhered to pursuant to ISO 14001 requirements.

PERFORMANCE CRITERIA

- Accuracy and timeliness of prepared Bids and Quotes
- Demonstrated knowledge of unit pricing
- Success in Winning Bids/Estimates

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- Community College Degree or Diploma in a Technical Discipline or Equivalent Construction Industry Experience
- Construction Estimator Certified or enrolled in the Gold Seal Estimator Certification program (C.C.A.)
- Completion of Required courses through the Canadian Institute of Quantity Surveyors
- 5 years experience in estimating small and large structural steel projects
- Intermediate level project management or project coordination experience in a structural steel environment

Specific Experience or Skills

- Scheduling experience
- Knowledge of multi-trade disciplines

Personal Attributes

- Excellent organizational skills
- Excellent interpersonal relations
- Proficiency in Word, Excel, Microsoft Project, AutoCAD & Primavera would be advantageous.
- Strong written and verbal skills with demonstrated ability to communicate in writing as well as in a presentation format to all levels of management
- Team Player
- Detail oriented with excellent problem-solving skills
- Works well under pressure in a fast-paced, stressful environment
- Works well under time constraints and can prioritize
- Clean driving record, CVOR required along with valid driver's license

This is a Job Description and candidate profile indicating the responsibilities and the ideal qualities that applicants should possess in order to perform the function in a highly effective manner. It specifies the key responsibilities, associated skills, experience and personal attributes of candidates who would have the greatest likelihood of reaching an effective level of performance in the shortest possible time, and of continuing to perform effectively for reasonable period.

Prepared by Human Resources Director	Approved Steve Matthews Area Manager
Date: May 27, 2015	Date: May 27, 2015