



The Role Junior Estimator Under limited supervision, the Junior Estimator will be working with the Estimating team to prepare and submit public and private bids.

Key Duties and Responsibilities:

The Junior Estimator will also be responsible for assisting the Project Managers with tracking quantities, tracking change orders, project scheduling, preparation of cost reports, contract preparation, onsite co-ordination, quality control, and all areas of contract management.

Ability to develop and present construction estimates

Ability to read plans, schematics, shop drawings, specifications, and technical manuals

Technical knowledge of civil engineering project materials and methods · Ability to negotiate and manage purchasing arrangements

Knowledge of all types of contracts including Unit Price, Fixed Price, Cost Plus etc

Knowledge of local building codes, specifications, regulations; as well as WorkSafe BC regulations and policies.

Ability to communicate effectively – both verbally and in writing

Ability to perform site inspections for the purposes of estimating, managing, and QA/QC.

Skill in the use of computers – MS Office and estimating software/job costing systems · (BIM, Procore, Estimation)

Ability to measure work in quantities

Excellent written and communication skills, attention to detail

Able and willing to work under pressure and meet datelines

Assist with the preparation, submission and delivery of construction proposals, tenders, and estimates



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Assist with the development and administration of project contracts, budgets, quality control, job costing, and value engineering etc

Assist in the daily management of construction projects

Assist in the review and interpretation of proposed designs, engineering drawings and specifications for functionality and appropriateness.
initiate questions to the engineer

Professional Accountability:

1. Attends assigned meetings and demonstrates active participation
2. Consults internal experts when appropriate.
3. Seeks/accepts training to learn new skills and maintain current competencies.
4. Maintains professional certifications/licensure in active status as appropriate.
5. Works effectively and cooperatively in groups/teams to ensure the delivery of efficient and effective Customer Service
6. Communicates effectively with administrators, directors, managers, and other members of the interdisciplinary team.
7. Other duties as assigned

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities, as necessary.

Supervision Received:

Reports directly to the Project Manager for Business Operations and Performance Improvement

Knowledge, Skills, and Abilities:

- Experience in construction Company.
- Strong interpersonal communication skills
- Ability to work well in teams
- Proven track record of building relationships with staff members throughout the company
- Excellent English verbal/written skills are necessary.
- Advanced computer literacy and skills
Excellent presentation skills
- Ability to develop and maintain databases
- Ability to work under pressure and under tight deadlines with limited resources and multiple competing priorities
- AS Degree in project management or Engineering



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Be proficient in other types of office equipment. Must be knowledgeable and proficient with Microsoft Office Suite. Other applications like Visio, Adobe Acrobat, are desirable but not required.