

Construction Cost Estimator

DGH Engineering (DGH) is now hiring a full-time position in its construction services department. Duties will include providing project coordination and construction support services including cost estimating and tendering support for new buildings and building renovations.

A solid understanding of contracts, specifications, construction methods and procedures is required. This position requires knowledge of key principles involved in bid preparation, including quantity take off procedures, project scheduling, sub-trade procurement, pricing and bid closing procedures. A valid driver's license is prerequisite.

RESPONSIBILITIES

- Prepare cost estimates on new construction and renovation projects
- Conduct reviews of contract documents and specifications
- Complete quantity take-offs of labour, equipment and materials
- Prepare cost estimates related to change orders
- Interact with clients to support information requests and follow-ups
- Establish and monitor critical path schedules
- Solicit pricing from subcontractors and suppliers for labour, equipment and material
- Undertake regular trade correspondence to confirm bid intent and to clarify scopes of work, updating and maintaining the trade contractor directory
- Complete tender submissions for review and approval
- Work with internal departments to develop comprehensive submission packages
- Review project budgets, schedules, and project execution plans and identify risks throughout project cycle
- Track and compile historical information from previous bid projects as well as current projects
- May assist with project accounting and payment certifications

REQUIREMENTS

- ✓ Several years of experience (4 to 6 years) in cost estimating and quantity surveying in the construction industry
- ✓ Applicant must have broad understanding of construction materials and methods in civil, structural, mechanical, electrical and infrastructure work
- ✓ Preferred applicant will have specialized knowledge and experience in either mechanical or electrical estimating
- ✓ Must be knowledgeable of estimate structure and format in both NMS Masterformat and CSI Uniformat.
- ✓ Eligible for registration with the Canadian Institute of Quantity Surveyors (CIQS)
- ✓ Must possess a valid driver's license for a passenger vehicle

KNOWLEDGE, SKILLS AND ABILITIES

- Graduation in a three-year post-secondary Engineering Technologist program (C.E.T) or Construction Management diploma is an asset
- Strong verbal and written communication skills
- Proficiency using Microsoft Suite
- Solid understanding of contracts, specifications, construction methods and procedures
- Knowledge of key principles involved in bid preparation, including quantity take off procedures, project scheduling, sub-trade procurement, pricing and bid closing procedures

ABOUT US

DGH is 100% Canadian owned by a group of dedicated employees who are committed to providing work that consistently achieves a level of excellence in meeting client needs.

DGH is a full-service integrated building design firm delivering design, engineering and construction management services. We provide comprehensive building design services where desirable, or specific discipline design as part of project teams with other professionals or trade contractors.

Submit Resume:
hr@dghengineering.com

Please send resume in **PDF file format**. While we thank all applicants for their interest, only those selected for an interview will be contacted.

Why DGH? Find out at:

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www.dghengineering.com/ca/reers/