



**Louis W. Bray Construction Limited** is a well established Heavy Civil Construction Contractor continually building on its solid reputation throughout Ontario since 1972. We are seeking an *Estimator* to support our continued growth and success. This role is a critical position within the Bray team. This position would be responsible for evaluating bid specifications and drawings, ensuring that a sound estimate is prepared to successfully close and “win profitable projects” for our group. This position will report directly to the Vice President of Estimating and Business Development. The office is located in Vars, Ontario near the East end of Ottawa.

### **Duties & Responsibilities**

- Incumbent would be responsible for preparing estimates and proposals
- Review tender documents, plans, specs and project sites to clearly understand the scope of work to be priced
- Communicating with engineers, owners and consultants to clarify scope of work, materials and schedule requirements
- Soliciting vendors and subcontractors for estimates
- Generating estimates from first principles and capable of handling all aspects of the tender process.
- Bid closings/ proposal submissions
- Effective “hand over” of projects to field operation team(s)
- Supporting change order pricing as required
- Organizing all bid information for future reference; and
- Maintaining a directory of suppliers and contractors
- Establish and maintain working relationships with subcontractors, construction personnel, supervisors, and the estimating team

### **Required Skills & Qualifications**

- A minimum of 5 years experience
- Proficient in scheduling and capable of producing tender schedules
- Conceptual estimator capable of deriving cost calculations for all aspects of a tender
- Sound knowledge of construction industry specific to: infrastructure, bridges, underground, roads and sewers work
- Familiar with OPSS, CCDC/CCA
- Knowledge with hands on Experience with MTO (Ministry of Transportation Ontario)
- Sound knowledge of Project Estimating principles and practices specific to planning, execution, pricing and vendor/subcontractors
- Business Equipment and Computer Applications: spreadsheets (ex. Excel); estimating packages (ex. BID2WIN); take-off software; MS Project; MS Office Applications