	Document # <b>JD40</b>	Title: <b>Estimator-Project Manager S&amp;W</b>	Effective Date: <b>2023-01-05</b>
	Revision # <b>1.0</b>	Owner: <b>Human Resources</b>	Date Prepared: <b>2023-01-05</b>

## **ESTIMATOR/PROJECT MANAGER – SEWER AND WATERMAIN**

### **REPORTS TO SENIOR ESTIMATOR-PROJECT MANAGER**

#### **1.0 PURPOSE**

The Estimator/Project Manager is responsible for sourcing and bidding projects, ensuring they are accurately bid for, and are executed on time and within budget.

#### **2.0 DUTIES AND RESPONSIBILITIES**

##### **2.1 Operations**

- Bid/quote projects
- Review projects with project management team and foreman, including pre-construction meetings
- Prepare project start-up package
- Create and track project schedule
- Support foreman in meeting production deadlines

##### **2.2 Financial**

- Develop proposals and quotations based on financial requirements of the organization
- Develop budgets for projects and track throughout project execution
- Calculate and submit extras
- Issue payment certificates/invoices and review final payment certificates
- Approve vendor and subcontractor invoices
- Upon completion of the project, review deficiency list with superintendent and/or foreman


##### **2.3 People, Policies, & Practices**

- Adhere to the Van Bree Enterprises Policies and the Ontario Occupational Health & Safety Act and applicable regulations.
- Provide coaching and mentoring for employees
- Provide input during annual performance evaluations
- Suggest updates to policies and procedures to promote efficiency
- Effective communication
- Other duties as assigned

#### **3.0 QUALIFICATIONS**

##### **3.1 Education**

- Degree or Diploma in Civil Engineering
- Field experience is an asset

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### 3.2 **Knowledge & Experience**

- 3-4 years of related experience
- Experience with estimating software is an asset
- Proficient in MS Office; Word, Excel, Outlook
- Knowledge of the Ontario Highway Traffic Act and the Ontario Health and Safety Act
- Knowledge of municipal specifications for sewer and watermain work
- Ability to read contracts to find special provisions and specifications.
- Ability to read blueprints
- Capable of working independently as well as in a team environment
- Outstanding interpersonal, time management, problem solving and organizational skills
- Excellent communication and ability to present material
- Ability to coach and mentor others

### 4.0 **WORKING CONDITIONS**

- A full-time work week with overtime as required
- Potential for danger including moving equipment, uneven grounds, work in extreme heat and cold
- Travel between worksites is required

### 5.0 **PHYSICAL REQUIREMENTS**

- Walking
- Sitting
- Standing
- Driving

### 6.0 **DIRECT REPORTS**

- None