



PRE-CONSTRUCTION PROJECT MANAGER/ESTIMATOR, NANAIMO

Island West Coast Developments Ltd. (IWCD) is a leader in the construction industry on Vancouver Island with a focus on Design Build and is proud to be recognized as one of Canada's Best Managed Companies. Projects include Multi-Family, Institutional, Commercial, and Industrial construction. We are seeking a dedicated and motivated professional interested in working with a growing company.

This job role involves aspects of both competitive bidding/estimating as well as design build budgeting, drawing review, constructability analysis, value engineering and scheduling. Tools to be used for building estimates are Bluebeam (takeoffs) and Excel (estimate construction).

RESPONSIBILITIES

DESIGN BUILD PROJECTS

- Communicate with Owner and Consultant group to define project scope of work for budgets
- Prepare and present complete project budgets at various stages of design development (Class D, C, B estimates) including divisional breakdown of costs and detailed description of assumptions
- Track and evaluate changes to the project as it moves through design phase
- Trouble-shoot and provide input on drawings/design from conceptual stage through design stage from a constructability and cost perspective
- Manage design development to ensure project controls and expectations are met
- Attend and/or lead design consultant meetings
- Continuously monitor and update company unit rates for various scopes of work based on market conditions
- Prepare pre-construction design schedules and preliminary construction schedules
- Develop and foster strong working relationships with Consultants, Owners, Trades and IWCD staff
- Maintain an organized and detailed account of a project as it progresses through the various stages of design and tender for hand-over to Project Manager and Site Supervisor

COMPETITIVE TENDERS

- Analyze drawings, reports, and specifications, understand contractual terms and conditions, and identify risks and opportunities associated with contract documents
- Develop and implement winning strategies for bid submissions
- Solicit subcontractor and supplier tenders, and analyze submissions
- Develop comprehensive trade scope packages to prevent scope overlap and gaps
- Prepare and oversee trade scope clarifications and RFI management
- Assemble accurate and well-organized estimates, proposals for stipulated price bid submission
- Provide clear, detailed quantity take-offs on all scopes of work
- Develop and foster strong working relationships with Consultants, Owners, Trades and IWCD staff
- Clear, organized estimate handover to Project Manager and Site Supervisor
- Analyze and prepare historical data



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QUALIFICATIONS

- Minimum 3 years experience in an estimating or project management roll managing projects with values \$1M - \$30M, and a minimum 5 years in the construction industry
- Bachelor's Degree or Diploma in Construction, Building Technology, Engineering or Architecture is an asset but not a requirement
- Comprehensive understanding of all elements (architectural, structural, building envelope, electrical, mechanical, etc.) for various types of construction
- Extensive knowledge of key principles involved in bid preparation, including quantity take off procedures, sub-trade procurement, pricing and bid closing procedures
- Ability to budget a project with limited drawings/specifications
- Strong experience in assessing site conditions and construction means and methods to develop suitable plans and estimates for completing the work
- Identify competitors and understand current market conditions
- Superior communication and interpersonal skills
- Strong organizational, time-management, multi-tasking skills and logical decision-making capabilities
- Leader, mentor and team player
- Strong computer skills with proficiency in Bluebeam, Excel, MS Project, Word
- Self-motivated, resourceful, and takes initiative

SALARY AND BENEFITS

- Competitive salary and benefits including extended health/dental and RRSP program – based on experience and qualifications
- Employer supported training and education
- Opportunities for career advancement

Interested parties are to submit resumes and cover letters by email to careers@iwcd.ca.