



CONSTRUCTION ESTIMATOR

A Construction Estimator must be able to calculate potential costs and gains for construction projects. As an estimator, you will collect and analyze data based on various critical variables. The ideal candidate should be comfortable working with numbers, possess excellent attention to detail, and have strong communication skills. The primary goal is to provide Bradford Construction with accurate information to support operations and strategic planning.

Required Qualifications

- 5 years construction experience in Canada
- Valid Drivers License
- Currently living in Canada
- Strong English skills

Responsibilities

- **Bid Administration**
 - Solicits and maintains communication with subcontractors and vendors
 - Prepares subcontractor bid packages
 - Transmits addenda, clarifications and other bid information to subcontractors
 - Ensures that we have proper coverage from subcontractors on bid day
 - Contacts supply houses to obtain additional subcontractor bids
 - Shows creativity and resourcefulness to gain better pricing from subcontractors
 - Submits 100% of bids and budgets by the bid deadline – no exceptions
 - Enters all relevant information into Bid spreadsheet
 - Manages Bid board / calendar
 - Uploads all drawings, addendums, specs and relevant information to the website
 - Prints relevant drawings and specs
 - Attends and/or organizes all job showings
 - Obtains all bonding and insurances
 - Reviews Merx, OCA/Link2Build, Biddingo, Bonfire, Ottawa City Approvals, etc. daily to find new leads
 - Reviews bid requirements thoroughly and asks follow-up questions for every bid
 - Has a thorough understanding of the scope for specific trade assigned
 - Develops RFI's and clarifications, ensures adequate subcontractor coverage and shows interest
 - Performs comprehensive "bid day" analysis and scoping of specific assigned trades
 - Understands how to fit subs to the size/scope of project
 - Creates bid lists that fit scope of job, ensuring that we have the right subs for the project
 - Minimizes exclusions by "doing your homework"



- **Follow-Up & Closing**
 - Consistently follows up on submitted bids and budgets
 - Monthly reporting of won/loss/etc.

- **Project Turnover**
 - Properly turns over bid documents and sub information to Project Management in a timely manner
 - Reviews drawings with Project Manager and highlights areas of concern
 - Reviews job costs with Project Manager

- **Subcontractor Management**
 - Seeks & qualifies new subcontractors
 - Holds subcontractors to Bradford standards

- **Build Long Term Relationships**
 - Handle all subcontractors' interactions in a manner designed to build long term relationships
 - Develops personal/social relationships with select subcontractors
 - Develops & maintains Client Relationships

Qualified candidates only, please send resumes to tenders@bradfordconstruction.ca