



Date: Jan 8, 2026

Title: Construction Estimator (Junior)

Status: Permanent Full-Time

Pay Type: Salary

Headcount Type: Existing

Compensation Range: 60,000-75,000

Application Deadline: January 25, 2026

Apply Here: <https://dilfo.bamboohr.com/careers/41?source=aWQ9MTU%3D>

The Company

DILFO is proud to be trusted by the Ontario construction community to deliver the best for our clients' needs. We design, install, and provide maintenance for HVAC, heating, cooling, refrigeration, and plumbing systems for large scale projects across different industries. Our team of skilled individuals shares a vision of building with integrity and collaboration to bring quality and innovation to our work every day, and we are honoured to have been recognized by the Ottawa Business Journal as one of Ottawa's Best Places to Work.

The Team

DILFO has a strong team culture that heavily invests in team member wellness and our community. We host regular social events including Pub nights, golf day, pizza Fridays, and more. We are extremely invested in our local community, partnering with the YMCA for the Cycle for Strong Kids annually, donating to the Ottawa Food Bank, partnering with Boys and Girls Club Ottawa to create opportunities for young people, and donating to charities our team members support.

DILFO also offers additional benefits including:

- Health and Dental Benefit plan
- Group RRSP matching plan
- Employee Assistance Program that includes virtual medicine
- Fixed number of paid Wellness days
- Corporate program through Good Life Fitness
- Discretionary bonus program

The Role

The Junior Estimator supports the estimating team in preparing accurate and competitive bids for mechanical and plumbing construction projects. This role focuses on document management, quantity

1





takeoffs, subcontractor coordination, and learning DILFO's standardized estimating processes and tools. The Junior Estimator works under the mentorship of Intermediate and Senior Estimators, actively contributing to our culture of teamwork and innovation.

Key Responsibilities:

The Junior Estimator's duties include, but are not limited to:

- Assist in reviewing tender documents, drawings, and specifications.
- Perform basic quantity takeoffs and accurate data entry into estimating software.
- Organize and distribute bid packages to subcontractors and suppliers; follow up to ensure responses.
- Maintain estimate files, logs, and supporting documentation in accordance with company standards.
- Participate in site visits and pre-bid walkthroughs to better understand project conditions.
- Support proposal preparation and submission under guidance.
- Learn DILFO's quality and safety standards, ensuring alignment in all estimating activities.
- Embrace DILFO's EOS processes and participate in team L10 meetings and scorecard reviews.
- Commit to personal and professional growth to support our company's vision.
- Foster collaboration across estimating, project management, and field teams to ensure continuity from bid to execution.
- Act as a brand ambassador for DILFO, building relationships with clients, subcontractors, and suppliers rooted in trust and respect.

Education:

- Diploma or degree in Mechanical Engineering Technology, Building Systems, Construction Estimating, or a related field.
- Completion of an Estimating Certificate is an asset.

Experience:

- 0–3 years of experience in mechanical estimating or construction (co-op/internship experience an asset).
- Familiarity with Trimble AutoBid or other estimating software is considered an asset.

Technical Skills:

- Familiarity with reading blueprints and mechanical drawings.
- Proficient in Microsoft Excel, Outlook, and PDF markup tools (e.g., Bluebeam).
- Exposure to estimating software such as Autobid or similar is an asset.
- Basic understanding of mechanical and plumbing systems.

Key Competencies:

2





- Strong organizational and time management skills.
- Eagerness to learn and grow in a collaborative team environment.
- Attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Commitment to DILFO's core values and continuous improvement mindset.

Physical and Environmental Requirements:

- Primarily office-based role with prolonged computer use.
- Sitting for prolonged durations, especially when performing computer-based tasks.
- Climbing stairs as needed.
- Performing tasks in a noisy environment.
- Manual dexterity for tasks such as typing and handling system-related tools or equipment.
- Occasional travel to construction sites for site walkthroughs.
- Must be able to navigate active construction environments when required (PPE provided).

We thank all applicants for their interest in working at DILFO; only those identified for further consideration will be contacted.

Accommodations for disabilities are available, where needed, upon request.

DILFO uses artificial intelligence as part of the screening process.

DILFO does not accept and is not responsible for any fees related to unsolicited résumés from recruitment agencies. Recruitment agencies should not submit resumes in response to this posting to DILFO employees or any associated company location.