CIVIL CONSTRUCTION ESTIMATOR

CIVIL CONSTRUCTION ESTIMATOR

The Civil Construction Estimator will be responsible for identifying potential projects and preparing detailed cost estimates and documentation to accommodate RFP submissions. The Estimator will report directly to Kettle River Contracting's offices and the Operations Manager. The Civil Construction Estimator will oversee the preparation of proposals to satisfy RFP requirements and assist the field teams in preparation of Change Orders to accommodate scope changes on projects.

The expected daily duties and responsibilities of the Civil Construction Estimator include but are not limited to the following:

- Lead the Estimation Process for Various Construction Projects, from RFP to Final Bid Submission
- Review and Assess Contracts
- Identify, Assemble and Evaluate Potential Projects.
- Assemble and Evaluate Staff to Assist in Proposal Preparation.
- Read and Interpret Construction Drawings and Specifications
- Project Scheduling
- Resource Scheduling including Equipment, Manpower, Materials and Subcontractors
- Assist with Manpower Onboarding when Required
- Vendor and Subcontractor Evaluation and Contract Development
- Ensure Vendors and Subcontractors Align with Purchase Order and Contractual Obligations
- Material Requisition, Procurement, and Receiving
- Change Order Requests
- RFIs, Engineering Requirements
- Assist with Cost Tracking, Forecasting
- Assist with Progress Tracking
- Effectively Seek Productive Methods of Completing Tasks
- Ensure the Quality of Work Meets Contractual Requirements
- Work Under Pressure and Tight Deadlines
- Possess a Valid Driver's License (class 5 or equivalent)
- Operate and Maintain in a Professional Manner, any Kettle River Contracting Provided Assets including Cell Phones, Computers and Vehicles
- Adhere to all Kettle River Policies
- Train, Mentor and Lead other Employees
- Able to Work in Various Environments and Weather Conditions
- Able to Work Various Shifts and Rotations
- Pass Pre-Employment, Annually, and Post Incident Drug and Alcohol Testing
- Be Able to Attend Field Site Tours as Required
- Coordinate and Prepare Project Kick-Off Meetings and Material to Ensure Project Management Teams and Field Supervision Full Understand Project Requirements, Contract Terms and Conditions

Job Details:

- Full Time Position (approximately 160 hours per month)
- Expected to Work 8-10 Hour Shift
- Part of the Company Management
- **Office Based Work Located in Cranbrook**
- Field Based Work Located Onsite

Job Requirements:

- Minimum of Valid Class 5 Drivers License

CIVIL CONSTRUCTION ESTIMATOR

- Minimum of 3 Year Experience in the Construction Industry in an Estimator Role or Project Engineer/Manager
- Strong Leadership, Communication, Interpersonal and Supervisory Skills
- Be Fit for Duty
- Experience with PowerPoint, Excel, Word, Adobe/Bluebeam, and MS Projects
- Have Excellent Writing Skills
- Able to Work in Various Environments and Weather Conditions
- Must be Safety Orientated, Self-Motivated and Work Well with Other Employees and Subcontractors
- Have Good Organizational Skills
- Self-Disciplined
- Pass Pre-Employment, Annually, and Post Incident Drug and Alcohol Testing
- Project Management Professional Designation (considered an asset)
- Heavy Civil Management – Asset
- Open Pit Mining Management – Asset
- Underground Utilities Management – Asset
- Oil and Gas Management – Asset
- Utility Installation and HDPE Piping Management – Asset

What We Offer:
Some of the benefits provided by Kettle River Contracting include, but are not limited to:

- Competitive Wages
- Opportunities for Advancement and Continued Growth
- Training
- Group Health Benefits
- Company Events
- Company Transportation (for qualified positions)
- Company Group Benefits (for qualified positions)
- Vehicle and Fuel Allowance (for qualified positions)
- Live Out Allowance (for qualified projects)
- Camp (for qualified projects)

Salary:
$70,000 - 85,000 Annually (depending on experience)

Work Location:
Cranbrook, BC

Email application to:
info@kettlerivercontracting.com

As we continue to expand opportunities within the Nation, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their cover letter or resume.