

BLUEDOOR

Position: Construction Estimator, Full Time, Funding Dependent, 40 hours per week

Job Status: Full Time, Permanent

Job Region: All Blue Door Locations

Hours of Work: 40 Hours/Week

Salary: \$60,000

Construct operates as a linking Employment Social Enterprise within Blue Door that fosters labour market attachment for individuals facing barriers to employment in York Region providing training, supportive employment opportunities, case management and wraparound supports, finally supporting participants to receive their apprenticeship and/or gain employment in the construction trades.

Job Summary:

The incumbent must be able to prepare accurate bids, establish and build relationships internally and externally within the industry and identify opportunities for growth. The Estimator must be flexible to take on new tasks as needed and consistently work towards the mission, goals and values of the organization.

Reporting to the Construction Manager, the Estimator will be responsible for the accurate, cost effective and timely preparation of full-cost estimates for potential projects. The Estimator must possess strong customer service and analytical skills, be willing to operate in high stress environments and possess the ability to balance both social and economic goals of the Social Enterprise.

Must demonstrate accountability, flexibility, and time management abilities to complete a multitude of tasks and responsibilities.

Responsibilities:

- Negotiate and secure contracts and provide high-quality, timely estimates, identifying labor, material, overhead and time requirements by studying proposals, blueprints, specifications, and related documents.
- In coordination with the Construction Manager, resolve discrepancies in deliverables between the organization and the client.
- Engage with subtrades, engineers, architects, municipalities, clients and/or other relevant stakeholders to ensure project deliverables will be met.
- Leverage our software Stack CT to provide high quality, professional estimates.
- Develop project scopes, objectives, and takeoffs involving all relevant stakeholders and ensuring technical feasibility

- Advise on tendering procedures, examine and analyze tenders, recommend tender awards and conduct negotiations as well as establish and maintain tendering processes.
- Provide insight to the Construction Manager to determine best practices to improve efficiency and efficacy.
- Responsible for submitting construction tenders with approvals from Construction Manager
- Coordinate with Construction Manager to determine accurate scheduling, prepare construction progress schedules
- Coordinate with Construction Manager and onsite staff to ensure awarded projects are prepared for project execution
- Coordinate with all relevant stakeholders to determine all associated costs within the scope of work.
- Maintain detailed log of all subcontractors, suppliers and client touchpoints in company CRM System.
- Continuously update unit costs, labour rates, productivity factors and location impacts;
- Engage in business development by generating leads, developing customer relationships and closing negotiations to help further drive the revenue growth of the social enterprise.
- Attend site visits and complete walkthroughs with potential clients.
- Provide regular reports.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications:

- Estimating: 2+ years (preferred)
- Ability to read and understand working drawings, shop drawings and scopes of work
- Thorough understanding of building principles and basic building code requirements
- Mathematical and analytical skills necessary for job cost reports
- Excellent communication (oral and written), time management and organizational skills
- Able to work independently but also as part of a team
- Desire to support at-risk populations
- Understanding and promotion of anti-oppressive practices
- Clear Vulnerable Sector Screening police check required.
- Valid Driver's License and a clean driver abstract
- Experience with Stack CT or other estimating software an asset
- Must be able and willing to work with a flexible schedule

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQI+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca