



## JOB POSITION PROJECT MANAGER/ESTIMATOR

April 26, 2012

Teck Construction LLP is looking for an experienced candidate to fill the position of Project Manager/Estimator. The applicant must be a reliable and self-motivated individual who is able to, communicate effectively; multi-task and manage concurrently several diverse building projects from start-up to completion; handle multiple demands and prioritize workloads; maintain and promote good working relations with clients, office staff, consultants, municipal and government inspectors/personnel, sub-trades and suppliers; take direction effectively; give direction effectively.

### Primary Tasks:

- Project management from preliminary design through completion
- Quantity take-off and estimating
- Subtrade pricing and coordination
- Issue letters of intent and subcontracts
- Assist design department with permits and coordination
- Outline specification writing
- Manage project changes, change orders and clarifications
- Drawings and specification printing and distribution
- Visit projects occasionally as necessary
- Work with Construction Manager to schedule and manage projects
- Assist design staff and Construction Manager with project wrap-up including finals and as-builts
- Fill in on projects when needed
- Other duties as required

### Preferred Skills:

- Proven project management
- Estimating and quantity take-off skills
- Good working knowledge of all building code requirements
- Good written & oral communication skills
- Good working knowledge of construction drawings & take-offs
- Knowledge of surveying
- Excellent interpersonal and dispute resolution skills
- Good organizational skills with the ability to “think outside the box”
- Good knowledge of electrical, mechanical, structural and site civil as it relates to commercial and industrial building projects
- Computer skills:
  - email
  - word
  - excel spreadsheets
  - Plansource experience beneficial
  - Suretrack Scheduling program beneficial
  - Paydirt earthwork modeling beneficial
- Basic AutoCAD skills beneficial

### Experience:

- Should be an experienced Project Manager and Estimator
- Applicants should have a minimum 5 years working in the field