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## Estimator, Structural

### Summary:

Under the direction of the Chief Estimator, the Estimator is responsible for analyzing blueprints, specifications, proposals, and other documentation received for tender bids. Preparing estimates for preparation time, cost, and labour estimates for products, projects, or services, and applying knowledge of specialized methods, techniques, or processes. The Estimator, Structural interfaces with support teams and client contacts to achieve detailed and accurate estimates. Review's data to determine material and labour requirements and prepares itemized material lists.

### Primary Responsibilities & Duties:

- Required to be involved in TESC estimating and project management training.
- Gather and retain current and accurate data on costs of goods, materials, market labour and equipment rates from suppliers and sub-trades.
- Identify most competitive rates based on cost analysis/comparison.
- Review and evaluate proposal specifications and drawings to determine scope of work and the content of the estimate.
- Quantify all aspects of the tender document, including tender requirements, written specifications, and project drawings.
- Solicit supplier quotations for material, equipment, and sub-trade quotations, whether internal to TESC departments or from an external supplier.
- Attend pre-tender meetings, including estimate reviews and tender closings.
- Prepare detailed, accurate, professional estimates by calculating material quantity take offs, equipment, and labor rates for tender verification.
- Recommend multiple scenarios based on cost, engineering quality, or material availability.
- Advise management regarding cost and schedule fluctuations, changes in available materials, or other factors affecting construction.
- Prepare final estimate summaries, ensuring they address scope, pricing and are comprehensive.
- Review estimates with TESC management as appropriate or as directed to by management.
- In association with central closing, submit completed tenders in a timely manner.
- Prepare Tender to construction revision and costs impact.
- Prepare and schedule cost impact for tender to construction.
- Knowledgeable regarding applicable municipal, provincial, and federal laws and regulations.
- Assists in determining annual bid success/performance rate through consistent post-bid analyses of jobs bid but not awarded.
- Maintains positive client, sub-contractor, and supplier relationships.
- Acts as a resource and mentor to all other estimators.

### When Lead on a bid:

Take on additional requirements such as, but not limited to:

- Organize other estimators in multiple disciplines.
- Organize and lead progress and closing client meetings.
- Ensure all appendices are included and completed with accuracy.
- Manage and file management structure for bid.
- Coordinate with Shared Services to ensure tender compliancy and project success.



- When awarded – prepare turnover package and lead-ins to project manager to provide ongoing turnover meeting support.
- Appendices (schedule, methodology, organizational charts, labour rates, etc.)

**Secondary Responsibilities & Duties:**

- Prepare Tender to construction revision and costs impact.
- Prepare and schedule cost impact for tender to construction.
- Keep historical data up to date in TESC database.
- Attend conferences, trade shows, and other networking opportunities as required.

**Job Specifications:**

- College diploma or construction related training.
- Minimum 3-5 years in related field experience.
- Experience in construction management and estimating would be an asset.
- Ability to work well under pressure and meet project deadlines.
- Financial acumen/ability to comprehend budget structures.
- Good team approach.
- Must work well independently and unsupervised.
- Attention to detail.
- Ability to read and understand construction blueprints and drawings.
- Excellent time management.
- Strong computer skills. WinEST and MS Project considered an asset.
- Valid driver's license

**Location:** Sudbury, Ontario

**Term:** Full-Time, Permanent

**How to apply:** Email resume to [employment@tesc.com](mailto:employment@tesc.com) and use "Estimator, Structural" in subject line