



Estimator/Project Manager

Moorefield Excavating is a medium-sized Heavy civil construction company operating in Mid-western Ontario. The company's main focus is in infrastructure projects that involve building roads, sewers, water mains and bridges. Our clients are primarily municipal governments and land developers.

We are currently seeking an Estimator/Project Manager to join our busy team. Reporting to the President, the qualified candidate will have several years' experience estimating and managing Heavy civil construction projects; be organized, detail-oriented and convey a passion for the construction industry.

Why Work with Us?

Our employees are the backbone of our success and operations, and we focus on an engaged, qualified team.

Our experienced Site Supervisors and Foremen ensure project success, quality control and customer relations by leading the work team through the phases of construction. Working with this leadership, our well trained and experienced Operators and Labourers use the latest, most up-to-date equipment and methods to build the work to the highest standards of quality, efficiency and safety.

Our Estimators and Project Managers ensure that there is a steady stream of new projects to complete and that all the other material and subcontracted resources are available to perform the work.

The qualified candidate will:

Estimating

- Maintain a network of contacts to keep up to date on current and planned projects;
- Keep tabs on competitors' capacity and workload;
- Regularly analyze the market;
- Prepare cost estimates including labour, material, subcontractors and time requirements for tenders.
- Gather and analyze actual production and compare to estimates

Project Management (once job is awarded)

- Prepare detailed budget and cost codes for tracking the project;
- Create and maintain comprehensive project documentation, including work plans, shop drawings, safety documentation, etc.;
- Purchase all materials and secure subcontractors;

- Coordinate pre-construction meetings to ensure communication and coordination between project manager, field and office support staff;
- Work with operations staff to coordinate appropriate construction methods and staffing needs;
- Track on site production and follow project through to completion;
- Manage costs by tracking labour, material, and subcontractors;
- Use appropriate resources to troubleshoot any project issues that may arise;
- Develop and maintain good working relationships with current clients; responsible to create relationships with potential future clients;
- Ensure all projects are delivered on-time; within scope and budget.

The qualified candidate will have:

- A minimum of five years' experience in the excavating industry or similar field;
- Estimating and project management experience is a must;
- Civil Engineering education, C.E.T. or P.ENG designation considered an asset;
- Ability to read and understand project specifications, drawings and details;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Must be a highly effective and confident communicator, both written and verbal;
- Must have an eye for detail and a keen interest in following through projects to completion;
- Ability to work independently with little direction;
- Proficient with computers. Previous experience with HCSS products a definite asset.

The salary range for this position is \$70,000 to \$110,000 based heavily on relative work experience. The company benefits program includes performance bonuses, health care spending account and a company matched RRSP/RESP. If you are interested in this Estimator/Project Manager position, please submit your resume and cover letter in confidence by **November 12, 2021** via email to:

Ward & Uptigrove HR Solutions
Attention: Emily MacRobbie, CHRL
P.O. Box 127
LISTOWEL, Ontario N4W 3H2
Email: hrresults@w-u.on.ca

We are dedicated to maintaining a respectful, fair and equitable work environment, and welcome submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.

We thank all candidates for their interest; however only those candidates selected for further screening will be contacted. No phone calls please.