



## **Estimator/Project Manager**

### **The Role:**

The position is for an Estimator/Project Manager that can estimate design build projects and hard bid tenders. This role involves putting together schedules, awarding contracts to sub-trades and overseeing the entire construction process.

### **Responsibilities and Duties of this position include:**

Complete budgeting, including tendering packages, full estimates and take offs.

- Ensure that contracts are reviewed for compliance with proposals
- Control project related documents in accordance with the procedure for document and date control, maintain filing systems
- Represent the companies best interest with respect to contractual and technical issue related to the project (i.e. Insurance, bonding and code requirements etc.)
- Conduct site inspections, chair project and site meetings, resolve issues between sub-trades, the consultants and with the Contractor.
- Process change request, change orders, payment certificates and other contract or project related administrative documents
- Provide expertise, as appropriate, in the evaluation of new or existing suppliers including the evaluation of the supplier's expertise and capacity to undertake work, and evaluation of corrective actions.

### **Position Requirements:**

- Familiarity with estimating/project management software tools
- An average level of competence with word processing and spreadsheets
- A minimum of five years experience as an Estimator/Project Manager
- Excellent communication and organizational skills are required

**Please forward your resume by email to:** [jappegate@cowdenwoods.on.ca](mailto:jappegate@cowdenwoods.on.ca)

Subject line: Estimator/Project Management Position

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