

Manager of Estimating

Location: Corporate Office North Bay, ON

Hybrid Work Schedule: Remote Option: Monday & Friday / In-Office: Tuesday, Wednesday, Thursday.

Job Type: Full Time

Reports To: General Manager of Estimating & Studies

Posted: March 19, 2024

About Cementation Canada:

You feel passionate about what you do. You made the right decision choosing your career path. The question is, are you in the right place? Is your full potential being realized, are you continuing to develop expertise in your chosen field, and does your passion remain strong? At Cementation, we respect experience; we get excited about potential.

Cementation is an underground mine contracting and engineering company. We build mines. Structured to deliver design-build solutions for technically challenging projects, our people build world-class shaft sinking and mine development projects. Our work requires a team approach where respect is expected, and innovation is encouraged if safety is not compromised.

Being an employer of choice in the mining industry has always been a mainstay of our mission statement, and Cementation is proud to have been selected as one of Canada's Top 100 Employers for seven years. Open the door to new opportunities and grow with us. We offer a flexible work environment and support a sustainable life/work balance.

General Purpose of This Position:

The Manager of Estimating works closely with the Executive VP Contracting Canada, and the General Manager of Estimating & Studies, to respond to client tender requests, provide ongoing support to operations personnel for contracting projects, and to provide support to engineering study work. The Manager of Estimating participates in risk reviews and checking duties in a manner that is responsive to corporate needs to ensure accuracy.

The Manager of Estimating also works with the estimators and various groups to determine methodologies, to discern the duration and task dependencies for accomplishing the scope of work involved in the cost estimates, including allocation of available resources to each phase of the project.

As supervisor for the Estimating Group, The Manager of Estimating is responsible for allocating and prioritizing resources to meet commitments.

Essential Duties & Responsibilities:

Health & Safety

- Work in compliance with all Health and Safety rules and regulations for Cementation.
- Be aware of any health and safety hazards or infractions and report same to Health and Safety Department.
- Ensure the measures and procedures prescribed by the applicable Occupational Health and Safety Act and Regulations are carried out in the workplace.

General Duties & Responsibilities:

- Review drawings, designs, specifications, and tender documentation to prepare schedules, cost estimates and bid

documents.

- Review resource requirements and provide input to the President on staffing requirements.
- Recruit and hire staff to ensure adequate resources are available to meet the growth of the company.
- Analyse drawings, designs, specifications, and tender documentation for commercial risk in conjunction with the contracts specialist to prepare clarifications that will mitigate risk in the bid documents.
- At the award stage, work with appropriate executives and the contracts specialist to develop the contract to execute the project.
- Review work assignments to estimators and develop bidding strategies.
- Assign work to estimators and develop bidding strategies.
- Review labour, equipment, and material requirements for each estimate.
- Review performance capabilities with detailed cycle time calculations. Adjust theoretical calculations to reflect historical performance achieved.
- Interface with other individuals in the organization to ensure commitments required for the cost estimates are available.
- Ensure the estimating staff meets all tender deadlines.
- Ensure historical data obtained from project records is stored in a centralized estimating database.
- Provide improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.
- Ensure the "Bidding Process" is being followed. Review and revise as required to improve the process.
- Assist the proposal coordinator in meeting the deliverable requirements of all tender submissions including writing cover/lead letters, methods statements, exceptions/clarifications, and other specifics for the proposal.
- Ensure back-up estimates are completed and store originals & copies as per procedure.
- Where time permits, assist and support project management to ensure continuity between tender, construction, and project completion.
- Support the General Manager of Estimating & Studies.
- Support Operations in implementation of the Project Delivery System and use the applicable components for bids.
- Other duties as assigned.

Travel Requirements:

- This position has the requirement for frequent travel to our project sites and offices.
- Travel period may range from one day to several weeks.
- Travel may include overseas assignments.

Supervisory Responsibilities:

- Supervise estimating staff.
- Mentor, monitor, and assist personnel in the development of estimating principles and the writing of technical and commercial documents.

Education & Experience:

- Engineering degree from a recognized university.
- Registered as a Professional Engineer with Professional Engineer's Ontario, or other Canadian professional engineering body.
- Ontario Common Core Modules 1 and 2, WHMIS, and Norcat.
- Previous relevant work experience in the role of estimator, scheduler, contracts administrator and/or feasibility engineer.

- Minimum of 5 to 10 years relevant experience.

Skills, Knowledge, & Abilities:

- Must be able to work in a position of trust, in a highly confidential area of the business.
- Must be able to meet strict deadlines, work under pressure and have strong analytical skills.
- Must work with clients, subcontractors and internally with the engineering, finance, and operations groups.
- The position requires an in-depth knowledge of provincial and federal mining acts and regulations.
- Strong knowledge of Microsoft Office products, including Excel, Word, PowerPoint, Outlook, and MS Project.
- Working knowledge of AutoCAD and Primavera considered an asset.

Supporting a Diverse and Inclusive Workforce:

At Cementation Americas, we believe in diversity and inclusion. We recognize the benefits of a diverse and inclusive workforce, and we strive to provide a work environment that is respectful to all employees. One of our core values as a company is giving employees every opportunity to succeed - this starts with treating everyone with dignity and respect and valuing the unique contribution of every employee.

We encourage applications from people of diverse backgrounds and candidates for employment will be assessed in a non-discriminatory manner. In addition to career development training, all employees are provided with diversity and inclusion training. As a team, we will continue to grow and learn together.

We offer a competitive compensation package for our employees, including a generous group benefits plan, and we are committed to providing training and development for all employees.

Cementation Americas has successfully implemented a hybrid work schedule in all our Corporate Offices. All office staff have the option of remote work Mondays and Fridays, while working the balance of the week (Tues/Wed/Thurs) in the office.

Thank you for your interest in this career opportunity with Cementation. To be considered, you must be a Canadian citizen, or authorized in writing to work in Canada under federal immigration requirements, and currently be residing in Canada.

How to Apply:

Start your application today by following this link <https://cementationjobs.applicantpool.com/jobs/>. Alternatively, resumes can be emailed to recruitment@cementation.com, or faxed to 705-472-0078. When submitting your resume, please include relevant qualifications including, but not limited to, Ontario Common Core.

Thank-you for your interest in Cementation.