

## EIT/JR Mining Estimator

**Department:** Estimating

**Reports To:** Manager of Estimating

**Location:** North Bay or Sudbury, ON

**Job Type:** Full-Time, Permanent, 40 hours per week

**Date Posted:** February 7, 2022

**Application Deadline:** May 31, 2022

### **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 as long as 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.

### **Key Accountabilities:**

- Analyze drawings, designs, specifications and tender documentation to prepare schedules, cost estimates and bid documents.
- Schedule critical path activities for project.
- Modify schedules and work plans to suit project managers' review.
- Apply labour, equipment and material resources to each estimate.
- Solicit quotations from vendors and subcontractors. Consult with vendors and specialists to discuss and formulate estimates.
- Determine performance capabilities with detailed cycle time calculations. Adjust theoretical calculations to reflect historical performance achieved.
- Interface with other individuals in the organization to obtain their contributions to the cost estimates.
- File and store supplier/manufacturer information in a centralized cost estimating database. Conduct time studies at project sites and correlate data transfer.
- Utilize the company-wide estimating software to compile estimates and resource allocation.
- Utilize spreadsheet, word processing, and scheduling and presentation software.
- Prepare all tenders in accordance with the "Bidding Process".
- Assist the Proposal Writer in meeting the deliverable requirements of all tender submissions.
- Prepare back-up estimates and store originals and copies as per procedure.
- Where time permits, assist and support project management to ensure continuity between tender, construction and project completion.
- This position has the requirement of occasional travel to our project sites and office and may require work in branch or joint venture offices. Travel period may range from one day to several weeks. Travel may include overseas assignments.

- Depending on experience, individuals may be placed on a Cementation project for a short duration to gain experience.
- There may be an opportunity to work on mine design and mine layouts for projects or studies.
- Other duties as assigned.

**Skills, Knowledge, and Abilities:**

- Able to build and maintain lasting relationships with other departments, key business partners, and other stakeholders.
- Good written and oral communication skills.
- Able to work efficiently as a part of a team as well as independently.
- High level of confidentiality and trust.
- Able to effectively prioritize workload to ensure strict deadlines are met.
- Able to work under pressure.
- Able to organize, compile, and analyze information from multiple sources.
- Strong knowledge of Microsoft Office products, including Excel, Word, Project, Outlook, PowerPoint and MS Project.
- Experience with estimating software to prepare cost quotes and bids is desirable.
- Working knowledge in AutoCAD, Deswik Mine Design Software and Primavera P6 Scheduling Software is considered an asset.
- Ability to communicate in French would be beneficial.
- The position requires learning or a previous general knowledge of provincial and federal mining acts and regulations.

**Qualifications:**

- Degree from a recognized university or diploma from a college program relevant to the areas of responsibility.
- Registered Professional Engineer Licensed to Practice in the Province of Ontario or working towards the same.
- While not a requirement, underground experience in shaft sinking, lateral development or construction will be considered.

**General Duties and Responsibilities:**

Ensure full understanding and compliance with company policies and work in accordance with the Occupational Health and Safety Act and other local regulatory requirements.

- Have the authority and responsibility to maintain a safe and efficient working environment.
- Fully supports and actively participates in the team safety program based on culture and innovation.
- Ensure that any equipment deemed damaged or unsafe by virtue of a defect, or a machine of which any protection system is inoperative, is not used and communicated to the supervisor.
- Work closely with other crew members to create and maintain a synergy required to accomplish the shift line-up in the cycle.
- Ensure applicable procedures and work standards for all tasks are understood, adhered to and complied at all times for all such work.
- Maintain a high standard of housekeeping in the workplace.
- Utilize all safety systems as specified within the site safety management system.

**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.

**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](mailto: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.