Quantity Surveyor

Location: Corporate Office North Bay, ON
Hybrid Work Schedule: Remote Option - Monday & Friday / In-Office - Tuesday, Wednesday, Thursday.
Job Type: Full Time
Reports To: Commercial Manager
Posted: May 23, 2023

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:
Reporting to the Commercial Manager, the Quantity Surveyor plays a crucial role in cost planning, contract negotiation and financial management throughout the project lifecycle. The Quantity Surveyor is responsible for preparing, negotiating, and managing contracts with clients, suppliers, contractors, and subcontractors and for analyzing and monitoring project expenses, to ensure projects assigned to them are completed within budget, while adhering to quality standards and contractual obligations.

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.
• Sincerely and genuinely commit to adopting and providing the Cementation Safety Culture and ensuring compliance to Cementation Canada safety programs and processes as outlined in the Health and Safety Policy and Injury/Incident Prevention Guide.
• 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:
• Prepare cost estimates and budgets for mining projects. Create detailed cost estimates and budgets for mining projects, considering all the materials, equipment, and labour required. This involves working closely with the
Commercial Manager and other stakeholders to ensure that cost estimates are accurate and realistic.

- Manage project costs: Manage the company's financial resources, including preparing budgets, financial reports, and cash flow forecasts. Analyze financial data to identify trends, risks, and opportunities and make recommendations to senior management.
- Procurement Management: Provide assistance and/or advice on procurement-related matters and ensure that budgets are adhered to while working within the procurement policies.
- Managing contracts: Responsible for preparing, negotiating, and managing contracts with suppliers, contractors, and subcontractors. Ensure that all parties adhere to the agreed terms and conditions and any issues or disputes are resolved promptly and effectively.
- Conduct quantity take-offs: Responsible for measuring and quantifying the materials and labour required for each project. Conduct accurate quantity take-offs and document and record all quantities appropriately.
- Risk management: Identify potential risks and opportunities affecting the project and develop strategies to mitigate and maximize opportunities. Work closely with Commercial Manager and other stakeholders to ensure risks are adequately assessed and managed.
- Value engineering: Responsible for analyzing the project’s design and identifying opportunities to reduce costs while maintaining the quality of the project. Work closely with Commercial Manager and other stakeholders to ensure that cost-saving opportunities are appropriately evaluated and implemented.
- Change management: Manage project scope or specification changes, ensuring that costs and schedules are updated accordingly. Work closely with Commercial Manager and other stakeholders to ensure that all changes are properly evaluated and managed.
- Compliance: Ensure all project activities comply with relevant legislation, regulations, and standards. This will involve working closely with Commercial Manager and other stakeholders to ensure all compliance requirements are correctly understood and implemented.
- Other duties may be assigned as required.

Supervisory Responsibilities:
- None

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.

Education & Experience
- Bachelor’s Degree or Bachelor of Technology in Quantity Surveying or an equivalent qualification.
- Professional Quantity Surveyor and/or Project Management designation would be an asset.
- A minimum of 10 years of experience in the Construction/Quantity Surveying field.
- At least five years’ experience on large mining projects over $100 million in value
- Experience in roles of increasing responsibility in mine operations, mine development, and/or in construction on heavy industrial projects, preferably in mining.
- Must have experience with standard and bespoke contracts.
- Supervisory or staff management experience will be an advantage.
- Must be in possession of a valid driver’s license.

Skills, Knowledge, & Abilities:
- High-level communication skills to effectively communicate complex processes with a natural ability to build
relationships across functions and operations.

- Strong written and verbal communication skills and the ability to interact effectively across the Company and with external stakeholders.
- Proactive in approach - takes the initiative to address problems and follows through, working closely and collaboratively with the Site Leadership Team.
- Builds trusted and reliable relationships.
- Effective networking with internal and external stakeholders.
- Empowers others, creates a climate where people want to do their best, shares ownership, and has visibility.
- Reliable performer who can be counted on to achieve consistent results.
- Make timely decisions based on analysis, wisdom, experience, and sound judgment.
- Demonstrated ability to think strategically, comfortable moving between strategic and tactical requirements of the role with solid mental agility.
- Must have experience with software like Hard Dollar, P6 Primavera and Project control software.

**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/](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.