

## Lead Estimator

#09047-WW

We are recruiting for the position of Lead Estimator who will be based from either one of our two office locations; Vernon, BC (in the Okanagan Valley) or Leduc, AB (just minutes from Edmonton).

This Lead Estimator will focus on industrial construction estimates (including oil & gas, mining, utilities, wood products and power generation) in Electrical and Instrumentation disciplines along with estimating any relevant subcontractor requirements. The Lead Estimator will be accountable for all assigned estimates to ensure accurate cost compilation based on tender documents, site conditions, trade specific factors and industry standards. The successful candidate responsibilities will include, but are not limited to:

- Attending pre-tender client meetings.
- Create and manage RFI / tender clarifications.
- Coordinate with Business Development to determine roles and action items of the internal team to meet the requirements and objectives of the tender packages.
- Departmental scheduling to determine action items of the internal team needed to be completed and detail the estimate and tender review process in the schedule.
- Estimate projects and be accountable for establishing the real cost of direct labour, indirect labour, general expenses, subcontractors, along with any necessary and required factors of a project based on all provided and available information.
- Estimate actual cost to perform scope change work within existing contracts.
- Develop industry specific estimating assemblies in the estimating software.
- Attend and make presentations along with Business Development at bid review meetings.
- Be part of the initial project team to hand off all information to the team and then support the team throughout the project including verification of changes to base scope and estimating those changes.

The ideal candidate for the position will possess the following attributes and qualifications:

- Minimum of 7 years of industrial electrical construction estimating experience.
- Trade related industry experience is a definite asset (journey person certified).
- Successful completion of a recognized Electrical Engineering Technology program is a definite asset.
- Established industry contacts with subcontractors, vendors, suppliers and clients.
- Understand and able to implement relevant labour factors and escalations from experience and also with support of industry accepted and proven resources (i.e. NECA).
- Be able to interpret, in general terms, drawings from other disciplines including civil, structural, piping and mechanical as they apply to tender packages.
- Ability to identify omissions in drawings and tender documents.
- Offer constructive communications to the team based on expertise in estimating area.
- Must show initiative and bring new ideas to the forefront.
- Excellent written and verbal communication skills required.
- Is expected to provide leadership in a team environment.
- Extensive knowledge and experience with Microsoft applications (Word, Excel, Access and Outlook).

*Page 1 of 2*

***Powering growth & success through our people.***

## Lead Estimator

#09047-WW

*Continued from Page 1*

- Extensive knowledge with estimating software.
- Exceptionally strong and effective organizational skills.

The successful applicant will possess exceptional accuracy and attention to detail and have a willingness to provide outstanding client service internally and externally. Westwood offers a competitive compensation and benefits package, with excellent opportunities for growth and development within the organization.

All applications will be handled in confidence and should be e-mailed, quoting posting #09047-WW, to [jobs@westwoodcompanies.com](mailto:jobs@westwoodcompanies.com) or faxed to (780) 986-4329.