



Electrical Estimator/Project Manager JOB OPPORTUNITY

Permanent/Full-time

DT Electric Ltd. is an electrical contracting company that provides electrical services to residential, commercial and industrial sectors. We have built a solid reputation with clients, suppliers and customers in delivering timely and quality services. We are currently seeking an Electrical Estimator/Project Manager to join our team.

Responsibilities:

- Preparing estimates for tenders
- Communicating with subcontractors, supplies and specified manufacturers on an ongoing basis
- Performing detailed specification and drawing review
- Distributing and maintaining control of bid documents
- Performing all pricing or assigning pricing duties
- Managing estimate turnover on successful projects
- Ensuring that all bid forms are completed
- Ensure project(s) objectives, policies, procedures, and performance standards are met in accordance with company policy and contract specifications are met
- Responsible for material take-offs and issuing purchase orders
- Ensure preparation of as-built drawings and operational and/or maintenance manuals
- Build, maintain, and promote good customer and supplier/vendor relationships
- Review draws and specifications to ensure required products and materials are properly produced
- Ensure a project plan and construction schedules and milestones are developed and monitor progress against established schedules to include the site foreman and/or site manager
- Review contracts and negotiate revisions, changes and additions to contractual agreements with consultants, clients, suppliers and subcontractors and price these changes for consultant and owner approval
- Ensure progress reports are developed and progress schedules issued to clients
- Review and track budgets to avoid cost over-runs
- Establish and update schedule timelines
- Ensure project health, safety, and environmental standards meet or exceed legislated requirements
- Other duties as assigned



Qualifications Required:

- Effective attention to detail and high degree of accuracy
- Familiar with contract documents, drawings, specifications, schedules and codes of construction
- Strong Communication skills essential
- Demonstrate strong leadership skills
- Effective oral and written communication skills with advanced diplomacy
- High level of integrity, confidentiality, and accountability
- Computer skills required for MS Excel and Word, Project AutoCAD/Revit
- Must be a team player able to work in a fast paced, multi-tasking environment
- Self-motivated to continue to improve skills and further education
- Excellence in project management, organizational skills, and effective decision making
- Estimating a minimum of 2 years is an asset.

Only individuals selected for the interview will be contacted. Please send resume by email to info@dt-electric.ca.