



Unit #102 - 1339 McGill Road  
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[www.AandT.ca](http://www.AandT.ca)

## **PROJECT MANAGER/ESTIMATOR**

### **Purpose**

The purpose of this standard procedure is to define the job description of the Project Manager/Estimator through the outline of his/her duties, authorities, and responsibilities.

### **Authority**

The Project Manager/Estimator derives authority from the President and is granted full authority to perform the duties set forth in this job description. To promote a harmonious relationship between the Project Manager and Job superintendent, who must work closely together, this authority must be coordinated with that of the Job Superintendent. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

### **Responsibility**

The Project Manager/Estimator is directly responsible to the President for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not responsibility.

### **Introduction**

The Project Manager/Estimator's primary function for A&T PROJECT DEVELOPMENTS Inc. consists of the following:

- a. Accurate estimating of project assigned.
- b. Purchasing materials and subcontracts economically and expeditiously for projects assigned.
- c. Efficient coordination of field and office activities on assigned projects, including job scheduling activities.
- d. Company liaison with Owner and Consultants.

**The Project Manager/Estimator's function is essential to the successful operation of projects. He/she must have the following qualifications:**

1. A thorough knowledge and background in the construction industry.
2. A thorough knowledge and background in estimating the type of jobs normally performed by the company. Currently our company uses Excel computerized estimating program which each Project Manager/Estimator needs to develop thorough knowledge and understanding of projects normally performed by the company.
3. Ability to make accurate quantity surveys and to estimate the cost of materials, labour, equipment, and subcontractor's work, ascertaining that all areas have been accounted for prior to submitting estimate for review.
4. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties information of a confidential nature pertaining to the company's operations or bids.
5. The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed.
6. Ability to carry out the duties described in the job description in an efficient manner.



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## Duties

The Project Manager/Estimator's essential function is to estimate and manage the daily details of the project, including purchases, subcontracting, changes and coordination of office and field activities during the construction period. Specifically:

1. Maintain an up-to-date file or library of material suppliers, equipment rental rates, and qualified subcontractors by category.
2. Study and understand the contract documents of each project before, as well as after estimating to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the President.
3. Investigate conditions at the jobsite prior to bid to understand and evaluate site accessibility, surface and underground conditions and any condition that would affect construction methods and costs.
4. Estimate accurately each job and review the estimate with President in sufficient time to permit careful analysis, checking of calculations, and corrections as necessary.
5. Purchase major materials and let subcontractors for work awarded at the most competitive price early enough to ensure timely delivery of materials and performance of subcontracts.
6. Prepare at various stages (pre-bid, post award, etc.) and update as necessary the job progress schedule in coordination with the Job Superintendent.
7. Coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
8. Resolve, or assist Job Superintendent in resolving, design and detail problems with owners, design agents, suppliers, and subcontractors.
9. Organize and attend preconstruction and job meetings.
10. Prepare cost breakdown; review with Job Superintendent for concurrence, have it approved by the President before release to accounting, and make adjustments as required by changes.
11. In conjunction with the Job Superintendent, prepare periodic percent completion data for job cost report and monitor printouts to correct mis-postings and other errors.
12. Analyze job cost reports to determine recommended action on overruns.
13. In conjunction with Job Superintendent, prepare data for monthly invoices and submit in a timely manner to the Accounting Department.
14. Code and approve invoices.
15. Assure that details and submittals are received, submitted, corrected, approved and returned to the suppliers and subcontractors to assure delivery of materials and equipment to support progress schedules. Supervise submittal control data.
16. Maintain and supervise adequate estimate and plan files.
17. Supervise preparation of bid and job correspondence.
18. Assist and cooperate with Job Superintendents in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
19. Estimate and submit timely change proposals to the design agent or owner. Prepare and execute change orders between the company and architect and subcontractors.



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20. Request extensions of time as required by contract documents.
21. Monitor the maintenance of as-built drawings by the Job Superintendent as required on projects. Assure maintenance of a permanent record set, or that "as-built" information is transferred to permanent record set.
22. Attend seminars on estimating, management and construction techniques as the President requests.
23. Prepare special reports requested by the President.
24. Have thorough knowledge of company procedures manual.
25. Have thorough knowledge of the A&T Project Developments safety policy and procedures and ensure compliance among those working on site.

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the President to suit the needs of the company.

#### **Requirements:**

The successful applicant must:

- Minimum 10 years of experience in the construction industry, minimum 5 years within a managerial (preferably Project Management) role
- A positive and motivated attitude
- Be a team player and be able to fit comfortably into A&T's already stimulated team
- Have their own vehicle (preferably a truck) to use on a daily basis
- Be proficient in the following computer programs:
  - Microsoft Word (2007 and/or 2010)
  - Microsoft Excel (2007 and/or 2010)
  - Outlook or similar email system
  - Maestro database (or similar database system)
- Be proficient in blueprint reading
- Be prompt and pose strong time management/coordination skills
- Be a precise and clear communicator (both verbal and written)