



Unit #102 - 1339 McGill Road

Kamloops, B.C. V2C 6K7

Phone: 250.851.9292

Fax: 250.851.9922

www.AandT.ca

PROJECT MANAGER/ESTIMATOR

Job Summary:

A&T is one of the Thompson Okanagan's top developers and general contractors and has celebrated more than 25 years of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail.

Led by strong business ethics and community-minded values, we are known for our high standards in the commercial and residential building industry. These standards guide our team of construction and technical experts, as well as our qualified trades partners, toward exceeding each client's expectations – on time and on budget – on every project.

It is this commitment to quality product and workmanship, and client care that has propelled A&T's growth and success since 1992, and has resulted in numerous return clients and a long list of prestigious industry awards.

We are currently hiring **Project Managers** who are highly accountable, energized and motivated. Working collaboratively as part of our project team your role will be to provide various service and support to our site-based teams at locations in Kamloops and the surrounding areas.

Authority:

The Project Manager/Estimator derives authority from the President and/or partners of the company 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 and/or Partners of the company for the proper discharge of their duties. They 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 consists of the following:

- Accurate estimating of project assigned.
- Purchasing materials and subcontracts economically and expeditiously for projects assigned.
- Efficient coordination of field and office activities on assigned projects, including job scheduling activities.
- Acting as the company liaison with Owner and Consultants.



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

- A thorough knowledge and background in the construction industry.
- 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 as it pertains to projects normally performed by the company.
- The 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.
- A high degree of integrity, loyalty and honesty; the ability to not divulge to outside parties, information of a confidential nature pertaining to the company's operations or bids.
- 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.
- The ability to carry out the duties described in the job description in an efficient manner.

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:

- Maintain an up-to-date file or library of material suppliers, equipment rental rates, and qualified subcontractors by category.
- 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.
- 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.
- Estimate accurately each job and review the estimate with President in sufficient time to permit careful analysis, review of calculations, and corrections as necessary.
- 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.
- Prepare at various stages (pre-bid, post award, etc.) and update as necessary the job progress schedule in coordination with the Job Superintendent.
- Coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary when changes arise.
- Resolve, or assist Job Superintendent in resolving, design and detail problems with owners, design agents, suppliers, and subcontractors.
- Organize and attend preconstruction and job meetings.
- Prepare cost breakdown; review with Job Superintendent for concurrence, have it approved by the President before release to accounting, and make adjustments as required when changes arise.
- 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.
- Analyze job cost reports to determine recommended action on overruns.



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- In conjunction with Job Superintendent, prepare data for monthly invoices and submit in a timely manner to the Accounting Department.
- Code and approve invoices.
- 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.
- Maintain and monitor adequate estimate and plan files.
- Supervise preparation of bid and job correspondence.
- Assist and cooperate with Job Superintendents in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
- Estimate and submit timely change proposals to the design agent or owner. Prepare and execute change orders between the company and architect and subcontractors.
- Request extensions of time as required by contract documents.
- 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.
- Attend seminars on estimating, management and construction techniques as the President requests.
- Prepare special reports requested by the President.
- Have thorough knowledge of company procedures manual.
- 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. These duties will from time to time be altered by the President to suit the needs of the company.*

Requirements:

The successful applicant must:

- Have a minimum 8 years of experience in the construction industry, minimum 5 years within a managerial (preferably Project Management) role
- Have 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 (Current Version)
 - Microsoft Excel (Current Version)
 - 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)



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This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture.

A&T offers the opportunity to work on challenging, high profile projects and provides competitive compensation to the qualified candidate including:

- Paid training opportunities
- Volunteer & social activities
- Competitive wage, bonus and benefits package

Please **email** all resumes to **Gary Reed** and **Brandon Lolli**. We thank all of those who apply, however only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact Brandon at 250-572-1739

Gary Reed – gary@aandt.ca

Brandon Lolli – Brandon@aandt.ca