



## Employment Opportunity

<b>Position:</b>	<b>Pre-Construction / Estimating Specialist</b>
<b>Location:</b>	<b>Vancouver</b>
<b>Schedule:</b>	<b>Full Time Salary</b>
<b>Closing Date:</b>	<b>Until position has been filled</b>

---

TNDC is seeking an experienced Pre-Construction / Estimating Specialist with expertise in the civil and earthwork scopes. In this role, you will lead quantity take offs, cost analysis and competitive bid management while utilizing current estimating software. You will prepare lump sum, unit rate and cost plus estimates for a broad range of projects. You are a problem solver and continuously look for innovative solutions that can be utilized on projects.

### Responsibilities

- Interfaces and communicates effectively (written and oral) with the estimating team, with all levels of management, clients and industry contacts.
- Shares expertise with the estimating team in an ongoing effort to develop, recommend revisions and implement procedures, standards, rules and regulations.
- Implements and maintains TNDC systems and procedures in relation to estimating.
- Analyzes plans, specifications, proposals, and other documentation to prepare bid estimates for projects, performs complete estimates on selected projects consisting of project site visit, quantity take-off, pricing, and presentation of the estimate for management review.
- Supervises the solicitation of trades regarding bid invitations, pricing, addenda and tender/bid closings.
- Supervises and performs quantity take-offs for all areas of the estimate while ensuring the take-off is well notated for hand over to the project team, and includes safety and security requirements required by TNDC policies and applicable legislation.
- Applies knowledge and skills through the handling of complex problems and shares expertise with the estimating team in an ongoing effort to develop, recommend revisions and implement procedures, standards, rules and regulations.
- Prepares conceptual estimates by interpreting historical data.
- Researches and analyzes cost data for review and presentation to management.

### Qualifications and Experience

- Completion of post-secondary education with a diploma or degree related to Construction Management, Estimating, Engineering or a related education.
- 5-10 years of related estimating experience. Experience in the mining industry is an asset.
- Knowledge of modern construction practices, techniques and equipment.
- An understanding of construction documents and the ability to assess the level of completeness.
- Knowledge of construction costs and budgets, ability to develop a project schedule.
- Strong computer background including experience with MS Office, Primavera P6, and related software.
- Experience with 4Castplus is an asset.
- Ability to work in a team environment and willing to promote teamwork by motivating, coaching and guiding others.

**Conditions of Employment**

- Ability to pass a mandatory pre-employment drug and alcohol screening.
- Willingness to sign an Oath of Confidentiality.
- Full disclosure of criminal record and current criminal record check.
- Valid class 5 Drivers' License.

**Please apply to:**

Human Resources, Tahltan Nation Development Corporation

PO Box 250 | IR #9 Hwy 37N

Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: [jobs@tndc.ca](mailto:jobs@tndc.ca)

Only applicants selected for an interview will be contacted. Tahltan and Tahltan associates are encouraged to apply.