

Civil Construction Project Manager/ Estimator

Bowerman Construction is happy to offer an opportunity for a Project Manager / Estimator for our head office located in Port Alberni, BC. This role will focus on the preparation and documentation of accurate cost estimates and competitive tenders that will result in profitable construction projects. The role will also involve the management and coordination of active construction projects. We are seeking positive, experienced and energetic people to join our diverse and dynamic team. All Bowerman personnel must display strong work ethic, a positive attitude, good problem-solving skills, and be able to work cohesively and selflessly within in a team environment.

- ✓ Competitive salary - we take great pride in offering our workforce the best benefits and compensation packages in our industry, and we think you will too
- ✓ Healthcare and Dental for single, couple or family coverage
- ✓ Insurance benefits; long term and life
- ✓ Employee assistance program
- ✓ Group RRSP – save for retirement – you are eligible after **3 months** of work
- ✓ Time Off – Everyone needs time away from work to recharge and be with family and friends
- ✓ Open door policy in a supportive and encouraging work environment
- ✓ Internal Promotions

Responsibilities:

- ✓ Maintaining strict adherence to relevant industry and Bowerman safety standards. Proper safety measures include the use of all necessary safety equipment and apparatus, as well as implementing necessary safety procedures and safeguards during any given job.
- ✓ Assist in preparing tender submissions and obtaining tender documents.
- ✓ Perform detailed quantity take-offs and determine scope of work.
- ✓ Assist in preparing tender submissions and obtaining tender documents.
- ✓ Solicit bid pricing from subcontractors and vendors.
- ✓ Building and maintaining positive work relationships with company management, colleagues, clients, sub trades, architects, engineers, and suppliers.
- ✓ Completes post bid analysis as required.
- ✓ Potentially Project Management of the contract including submittals, change orders, progress billings, project baseline schedules, subcontractors, quality control and close out aspects.
- ✓ Performs site visit and kick off meetings.
- ✓ Fully support and promote Bowerman's core values of Safety, Innovation, Relationships and Trust.
- ✓ Control costs and maximizing productivity through the implementation of best practices and standard processes.
- ✓ Coordinate change management as required by submitting, tracking, and closing out RFIs.

- ✓ Working collaboratively with site superintendent in all aspects of project planning and executing.
- ✓ Maintain client satisfaction and promptly aid in resolving any concerns.
- ✓ Participate in progress meetings as requested.
- ✓ Engage in business development activities to grow Bowerman's market share in the region
- ✓ Develop and coordinate schedules, resources plan, procurement, project commissioning, project tracking and risk mitigation strategies.
- ✓ Leading project close-out process, including deficiency process.
- ✓ Carrying out any other works or assignments related to estimating or project management as required.

Requirements:

- ✓ Diploma in Civil Engineering Technology, and or Bachelor of Construction Management Degree - or equivalent years or experience
- ✓ 2 years of cumulative applicable work experience
- ✓ Familiarity with the civil construction
- ✓ Hands on type person with some business knowledge
- ✓ Ability to analyze information and inform others about requirements
- ✓ Great attention to detail and overall social skills
- ✓ Skilled in reading and interpreting plans and specifications
- ✓ Outstanding written and verbal communication skills
- ✓ Proficient in Microsoft Office, knowledge of MS Project
- ✓ Understanding of HCSS HeavyBid software
- ✓ Experienced in AutoCAD software
- ✓ Skilled in interpretation of construction survey layout
- ✓ Willingness to learn new software and estimating tools
- ✓ Ok to travel- most of operations are based on Vancouver Island, but can be across western Canada

This position is compensated at a salary between \$75,000 - \$125,000, compensation will be determined by the successful applicant's level of training and experience. Employees are eligible for enrollment in our company benefits package following successful completion of a three-month probationary period.

Resumes will be reviewed, and only short-listed applicants will be contacted for interviews. This position will remain open until a successful candidate is found. Relocation expenses within Western Canada will be considered.