



## **CIVIL EARTHWORKS ESTIMATOR & PROJECT MANAGER LEVEL 1**

**Location(s):** Office based in Edmonton, Alberta

We are project and people driven. We hire people who excel at their work, take on new challenges while exploring new ideas. Abalone delivers challenging assignments while providing a supportive work environment. We are always looking for new talent-individuals who can bring innovative solutions and thinking to every project.

We are seeking a **Civil Earthworks Estimator/ Level 1 PM** with minimum 5-10 years' civil earthworks construction experience. This position is based in our home office in Edmonton.

The Project Manager is a seasoned construction professional. Reporting directly to the Senior Project Manager, this position oversees the management and coordination of civil construction projects and is responsible for estimating and submitting tenders, project scheduling, coordination of resources, quality assurance and quality control, client relations, tracking work, financial reporting and overall successful project completion.

### **Position Summary**

Provide overall contract administration and technical expertise for civil construction projects both in office and field locations. Accountable for safety, estimates, budget, quality, schedule, profitability performance, oversee project personnel operations and maintain excellent stakeholder relationships.

### **Primary Responsibilities:**

#### **ESTIMATING**

- Review tender information and submittal requirements
- Understand the contract scope of work assess resource requirements based on the tender milestone dates to determine feasibility
- Attend pre-bid meetings and perform site visits when required to assess field conditions. Liaise with Superintendents as need for input and direction
- Assess and understand the project specifications, measurements and payments descriptions, and QA/QC requirements
- Prepare Subcontractor, material and vendor RFQ's
- Prepare and compile project execution plans. Proposed schedules and other deliverables required of the overall tender submission
- Prepare and complete project prequalification packages
- Prepare estimates for review in appropriate time frame
- Assemble labour/ equipment configurations to accurately determine cost for components of work
- Work closely with suppliers, subcontractors, and vendor through tender process
- Manage time accordingly to meet tender deadlines and closing dates



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### PROJECT MANAGEMENT

- Ensure corporate safety policies and procedures are followed and work being performed is complete in a safe and responsible manor
- Understand the project scope of work and all specifications
- Administration of contract vendor costs
- Maintain the project schedule and ensure milestone date are achieved by working closely with project superintendent
- Identify resource needs
- Communicate, coordinate, and liaise with project staff
- Attend weekly client progress meetings
- Manage and coordinate subcontractors
- Procurement and management of materials
- Actively pursue achieving CCC and FAC
- Complete Monthly billing/ invoicing
- Build collaborative and strong client relationships

### **Qualifications Include:**

1. Candidates preferred to C.E.T or Civil Engineering Degree
2. 10+ years progressive experience in civil earthworks construction
3. 2-3 years' experience in civil construction project management
4. 2-3 years' experience in cost estimating on projects ranging from \$2M- \$30M
5. Strong executive presence with ability to build professional relationships
6. Ability to work within tight deadlines and thrive under pressure
7. Superior computer skills in MS Office, estimating software, CAD modeling software
8. Ability to accurately perform a complete takeoff from a set of drawings
9. Strong attention to detail and possess a solid work ethic
10. Experience with leadership and management of people, communication (verbal and written), planning and organization

### **What we Offer:**

At Abalone we pride ourselves in offering a competitive salary and some of the best benefits available. Our benefits package includes extended health care (medical, dental), long term disability, life insurance and Employee Family Assistance Programs.

Safety is vital within any Abalone operation. All employees are expected to be familiar with the company's safety program and follow the safety policy at all times.

**To apply please send your resume to:**

[resumes@abalone.ca](mailto:resumes@abalone.ca)

[www.abalone.ca](http://www.abalone.ca)