

CAREER OPPORTUNITY

POSITION **Mechanical Project Coordinator / Estimator **Future Opportunities****

People: Our Strength, Our Future

A career at Black & McDonald will grant you the opportunity to contribute to our culture of continuous improvement, help reinforce our values and shape our contribution to community, and drive our continued success. Our vision is to be the best company to work for; the best company for safety, quality and value; the best company for customer service; and the best company for technical expertise.

Position Summary

The Western Canadian Industrial Region is a relatively new business line for Black & McDonald, with a mandate to aggressively grow our brand and market share over the next 5 years. The Western Canadian Industrial Region delivers solutions to a diverse customer base in Oil & Gas, Mining, Hydro, and Manufacturing across Canada's four Western Provinces. Our business line includes Construction, Turnarounds & Maintenance, Commissioning, Fabrication and Engineering Services.

Reporting to the Industrial Project Manager, the Mechanical Project Coordinator/Estimator will analyse costs of and prepare estimates on mechanical construction projects. In addition, may provide technical and administrative support to project operations with emphasis on estimating, reporting and monitoring progress, planning, scheduling and dealing with project change. The successful candidate will reside at our Western Industrial Region office located in Calgary, AB.

Duties & Responsibilities

- Prepare estimates of probable costs of materials, labour and equipment for construction projects based on contract bids, quotations, schematic drawings and specifications
- Advise on tendering procedures, examine and analyze tenders, recommend tender awards and conduct negotiations
- Adherence to Black & McDonald Construction Business Processes
- Establish and maintain tendering process, set up cost monitoring, reporting systems and procedures
- Coordinates price packages with suppliers, subcontractors, owners, designers and architects regarding tenders
- Participates in site review, tender review, tender hand-off, project closing and operational/sector meetings with the Division Manager, Estimating Manager, and Project Managers as required
- Adherence to Black & McDonald Sub-Contractor Management Program
- Prepare and maintain a directory of suppliers, contractors and subcontractors
- Liaise, consult and communicate with engineers, architects, owners, contractors and subcontractors, and prepare economic feasibility studies on changes and adjustments to cost estimates
- Conduct material and equipment purchasing for secured jobs
- Coordinate various small projects
- Perform adhoc work as needed

Competency Requirements

- Change Orientation (*open to change and the ability to identify where it is needed and how to make it happen*)
- Communicates Effectively (*verbally and in writing*)
- Continuous Learning (*ongoing effort to learn and contribute to the learnings of others*)
- Customer Focus (*understand the needs and perspectives of both internal and external customers*)
- Holds Self and Others Accountable (*take personal responsibility to meet commitments*)
- Problem Solving and Innovation (*ability to approach problems logically and seek innovative solutions*)
- Teamwork and Collaboration (*work cooperatively and collaboratively with others*)
- Values and Respects Others (*encourages and supports diversity*)

Education & Skill Requirements

- Engineering, Technology or Construction based degree, diploma or certificate - preferably Mechanical
- 3-4 years construction estimating or drafting experience with a focus on Mechanical/Piping would be an asset
- Experience in bidding a wide range of projects: \$500k to \$250 Million
- Ability to read, understand and interpret engineering and vendor specifications and drawings

- Excellent verbal communications skills are required
- Strong technical writing skills are required
- A good understanding of all the construction trades and how they are interdependent of each other to strategize and sequence the work activities in a complex / fast moving construction environment
- Focused on details, highly organized and works effectively with shifting priorities and rapid change
- Accubid Enterprise experience an asset (familiarity with other estimating programs is advantageous)
- Strong computer skills: Microsoft Office (Word, Excel, PowerPoint, Project)
- Self-motivated and a hard worker who works well in a team environment

Please apply online at <https://erecruiting.blackandmcdonald.com:443/Pages/20171025482.aspx>. If this is an internal candidate, please advise your supervisor prior to applying.

For a complete listing of all available Black & McDonald career opportunities visit <http://www.blackandmcdonald.com/>.

Black & McDonald approaches accessibility from an inclusive perspective, and will provide reasonable accommodation upon request throughout the recruitment and selection process.

*****Please note that this is a pro-active posting for future opportunities.***