



ESTIMATOR

ELECTRICAL DEPARTMENT

An **Estimator at Lopes Limited** is responsible for creating estimates, purchasing and budgeting for projects in a wide variety of complexity and size.

RESPONSIBILITIES:

- Work in conjunction with Project Superintendent in the day to day duties of project administration.
- Proactively remove barriers to help project team achieve goals.
- Participate in plan and spec analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction.
- Develop and recommend solutions to design document problems, including conflicts, interference and errors/omissions.
- Act as liaison with subcontractors in expediting drawings and related information.
- Maintain accurate and up-to-date logs (RFI, Supplier/Subcontractor, Owner etc.), track responses and advise of the status of RFIs.
- Obtain and submit quotations for changes to project scope.
- Maintain and update the Shop Drawing Log, review Shop Drawings and submittals.
- Coordinate submittals and procure all close-out documents including warranties, quality packages and Operating and Maintenance Manuals.
- Support the research and preparation of field change requests to resolve design issues.
- Prepare drawings and sketches to support construction work, as required.
- Participate at project coordination meetings as requested or required.
- Learn and understand construction and Lopes' methods
- Working with different departments including safety in order to proactively identify and address project risks and issues
- Perform additional assignments and responsibilities as assumed or requested by supervision.



REQUIRED QUALIFICATIONS/SKILLS

- 2+ years experience in the electrical trades
- 2+ years of estimating in an electrical and multi-trade environment
- Electrical base education
- Strong mathematics and analytical skills
- Ability to effectively communicate in English (verbally and in writing)
- Valid Driver's license class G
- Working knowledge of construction equipment and techniques, drawings and specifications, building materials, and required standards applicable to discipline.
- Excellent attention to detail and accuracy
- Excellent interpersonal skills, including building strong professional relationships and communicating effectively with internal staff, office visitors, clients and vendors
- Strong multi-tasking, scheduling and time management skills, with the ability to efficiently attend to tight deadlines

Computer proficiency, with strong emphasis on MS Word, and Excel.

Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to the principle of equity in employment. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.