



Estimator / Project Manager

James Kemp Construction Limited founded in 1938, provides I.C.I. contracting services including but not limited to lump sum and turnkey construction, industrial outsourcing support, maintenance services, and specialty concrete solutions to the world's largest corporations. Strongly diversified across market segments, our company delivers seamless solutions to customers in the automotive, health care, education, steel, refining, petrochemical, food processing, pulp and paper, marine, manufacturing, and power generation sectors. Our company is characterized by able leadership, a skilled workforce, excellent labour relations, a strong safety record, and outstanding customer relationships.

Job Description

We are seeking an I.C.I. Estimator / Project Manager for our Head Office in Hamilton, Ontario.

This is a full time, permanent position.

Desired Skills, expertise and qualifications;

- A minimum of 5 years of I.C.I. construction estimating and project co-ordination experience in a General Contractors environment with an emphasis on heavy industrial work.
- A degree in Engineering Sciences, or diploma in Civil Engineering Technology or Architectural Technology or commensurate field experience.
- 5+ years of successful and progressive construction management experience. A strong working knowledge of lump sum, unit rate and time and material tendering, contracts, practices and risks is a must.
- The Candidate must have a strong background in civil and architectural estimating.
- The Candidate must possess a thorough understanding of corporate and industry practices, processes, standards etc. and their impact on project activities.
- The Candidate must be proficient in Microsoft Office and Microsoft Project with the ability to master new technologies quickly.
- Superior oral and written communication skills as well as excellent interpersonal skills are essential to maintain positive working relationships both internally and externally.

- The Candidate must have excellent time management skills with the ability to pay attention to details with the capacity to prioritise tasks by assessing situations to determine urgency.
- Develop and maintain expertise and training with respect to job-related skills and knowledge.

Specific duties would include but are not limited to;

Estimating

Research and evaluate bid opportunities for presentation to senior management.

Prepare and provide cost estimates for construction projects including all bid requirements and closing of the bid.

Develop and maintain a robust and current sub trade invitation system.

Coordinate and distribute bid invitations, drawings, specifications, and addendums to sub trades.

Review and discuss project details and subcontract submittals with various trades.

Arrange delivery and close projects in accordance with project specifications and/or at the direction of Senior Management.

Project Manager

Provide professional and constructive liaison with consultants and clients.

Develop new accounts and maintain existing accounts.

Chair project meetings as required. Record accurate meeting minutes and circulate to attendees.

Schedule work and ensure expeditious completion of work.

Ensure project compliance to plans and specifications.

Maintain accurate and up-to date ledgers, track responses and advise Senior Management on status.

Maintain daily communication with Site Superintendents and record daily construction activity.

Prepare subcontracts, change orders, and change request documents as required. Assist with communication between sub trades, site forces and office staff.

Coordinate submittals and gather all close-out documents including record drawings, warranties, operating and maintenance manuals.

Archiving of project binders, drawings, and relevant documents for closed jobs.

Gold Seal and/or LEED certification would be considered an asset.

Please forward all applications to; kenturner@kempconstruction.com