



# Job Posting

## *Estimator*

### Summary

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Don Mann Excavating Ltd. is Victoria's premier supplier of excavating services. We've been serving the southern island for over 70 years, providing reliable, quality excavating for municipal, commercial, and residential projects.

We are looking for an Estimator to join our team that shares our passion for people and our core values. Don Mann makes everyone feel like family, and your job as the Estimator would be to bring new and repeat work through our doors.

Yes, you'll meet new clients. Yes, you'll create estimates for them and visit their jobsites. Yes, you'll ensure that our existing client's questions/concerns are being properly addressed. But you'll also be pounding the pavement introducing our company to new potential clients all while being an ambassador of our core values, because you share them too:

- Safe – You promote a safe company that ensures all staff go home safe every day.
- Humble – You have an attitude of gratitude and remain calm even in the toughest situations.
- Hard Working – You solve the toughest problems for yourself and others.
- Principled – You do the right thing.
- Professional – You bring your best to every situation to make it a win-win.

You've probably been around the excavating industry for a few years, but maybe you are looking to make the leap into selling and estimating with the aim to make a great company even better. Perhaps you'd like to move your career forward a notch by becoming the key person at a small, family-owned business. Maybe you've been bursting at the seams with great ideas to attract new work, make clients feel important and, but you haven't had the authority to do so. Here's your chance!

### Key Qualifications

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- High School Diploma
- Estimating certificate, diploma, or accreditation considered an asset (Such as BCIT Construction Estimating Certificate, civil engineering diploma, CIQS Construction Estimate Certified etc.)
- 5+ years' experience estimating construction work.
- 5+ years' construction industry experience. Experience in the field considered an asset.
- 5+ years' in a sales role
- Civil construction, civil engineering, or excavating industry experience considered an asset.
- Experience in managing multiple clients at the same time.
- Time management skills, Strong organization skills and ability to meet tight deadlines.
- Ability to stay calm in high pressure situations.



- Ability to build relationships with clients and manage multiple clients at the same time.
- Ability to utilize Customer Management Software to maintain a database of clients
- Intermediate knowledge of common estimating software (Accubid, Bid2Win, HeavyBid, Procore, Jonas etc.)
- Intermediate knowledge of MS Excel, MS Project, and Word.
- Able to create accurate scopes of work and to determine which items should be included and excluded from price submission.
- Team player who is willing to work with others to achieve the best possible results.
- You've never missed a deadline or appointment in your life.
- You are someone people rely on. You are responsible and dependable.
- People say you've got an eye for the details.
- People like you and you are easy to get along with.
- Must have a valid driver's licence.
- Must speak, read and write English expertly.

## Key Duties

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- Attends customer sites to gather project information as required.
- Builds and maintains long-term relationships with key clients.
- Visits work site to explain scope of work with DME field staff.
- Actively seeks new opportunities through networking, cold calls, meetings, and relationship building with a focus on building regular clientele.
- Meets with new and existing clients, while being an ambassador of the company, to win new and repeat work.
- Manages client lists and updates accordingly, working through the CRM software.
- Prepares estimates following the DME estimating process.
- Prepares accurate estimates of costs of materials, labour, and equipment and take-offs for excavation projects based on contract bids, quotations, tender drawings, and specifications.
- Recommends cost reduction or project success strategies where appropriate.
- Coordinates handover for awarded estimates to Operations team and coordinates with Operations Manager to ensure work is started and finished in a timely manner.
- Attends all project-relevant meetings such as project handoff, kickoffs, and reviews.
- Contributes to a culture of team building and continuous improvement.
- Creates and updates processes, procedures, checklists, and other documentation.
- Maintains up to date CRM and bid software information including material catalogues, client information, and vendor pricing where appropriate.
- Attends regular meetings, daily huddles, and any other meetings as needed.

## Instructions

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If you'd like to join our team, apply with a cover letter and resume.