



Renovations
New Construction
Property Maintenance

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JUNIOR ESTIMATOR / PROJECT MANAGER ROLE & RESPONSIBILITIES

OVERVIEW

Junior Estimator Responsibilities: Meet with new leads, take pictures, determine scope of work (Perform site measuring as required) & then create estimates for both residential and commercial leads within a timely fashion & send to clients for review (After internal review by KC). This process may involve procurement of quotes from sub-trades & suppliers, performing take-offs & detailed review of plans. Responsibilities will also include attending networking functions & mining internal database of clients, subs & suppliers.

Junior Project Manager Responsibilities: Managing the entire construction process from preparation of budget / proposal to correction of all deficiencies and collection of final payment. Responsibilities include: scheduling, issuing POs to subs & suppliers, coordinating work and deliveries, ensuring quality of work, managing the budget, coordinating with consultants & liaising with the client. In addition, PM is expected to attend weekly PM meeting to provide update on project progress.

ESTIMATING - Commercial

- Review & scale plans to determine detailed Scope of Work (SoW) & square footage of areas concerned
- Compile detailed SOW for client review and approval
- Perform site measures to confirm dimensions (If necessary)
- Take pictures of existing site conditions
- E-mail "Requests for bids" (Plans & SOW) to appropriate trades
- Set up sub-trade site visits with sub-trades and designer (If applicable)
- Follow up with sub-trades to ensure a timely submission of pricing
- Compile bid submissions and create preliminary budget for review by KC before forwarding to client
- Follow up on lead for tracking on Leads Report
- Attend weekly meeting to review leads & projects

ESTIMATING - Residential

- Follow up on new leads **same day** (Lead will come from: web site, referrals, maintenance crew inspection reports, etc.)
- Meet with new leads in order to determine opportunity, SoW, take pictures, site measure (if required)
 1. Design Build process referral
 2. Multi-trade budget
 3. T & M exploratory
 4. Broker deal (Proposal)
- Create detailed SOW in excel (separated by sub-trade) for client review and approval
- Meet with sub-trades on site as required to get pricing
- Review & audit quotes from sub-trades
- Prepare budget or proposal for review by KC and then forward to client
- Follow up on lead for tracking on Leads Report
- Attend weekly meeting to review leads & projects

PROJECT MANAGER

- Be prepared to go onsite & assist with work (minor carpentry, cleaning, etc.)
- Prepare construction schedule
- Issue all POs to subs & suppliers

- Coordinate all sub-trades, supplier orders & deliveries
- Oversee construction work & quality of work
- Responsible for budget (Includes COAs – Change Order Authorizations)
- Liaison with consultants as required
- Approve all sub & suppliers bills (Must match w/ quotes & POs)
- Attend weekly PM meeting to review leads & projects
- Meet with client to provide updates on progress & budget (Recommend bi-weekly)
- Collect progress draws according to payment schedule
- Ensure all deficiencies are corrected
- Project close out & get positive testimonial

Requirements

- Knowledge of current provincial & municipal building codes
- Knowledge of basic house construction detailing
- Knowledge of CMHC's publication Wood Frame Envelope in the Coastal Climate of BC (Rot & rain screen)
- Computer skills (Working knowledge):
 - o Excel
 - o Word
 - o Project
 - o Outlook
- Vehicle, PDA, laptop computer