
Department: Project Planning

Position: Planning Coordinator/Estimator

Reports To: Manager, Planning & Procurement

Basic Purpose

Provide support and assistance to Project Planning team to gain familiarity with all aspects of proposal development. Work with Planning, Sales, and Engineering/Drafting personnel to assist with developing the preliminary design, cost estimate, schedules, and proposal submission package. Upon decision to proceed with the project, assists with proposal turnover package to transfer contract information regarding the contractual, cost, and scope items necessary for the effective completion of the project.

Key Accountabilities/Responsibilities/Competencies

- Supports proposal development process as directed by Project Planners. Gains knowledge and familiarity of Planning processes by creating certain proposal elements.
- Familiarity with standard construction processes/methodology and construction sequencing.
- Perform basic material take offs of all types; concrete, steel, civil.
- Basic understanding of construction laws and contracts, insurance and bonding, and provincial taxation.
- Good familiarity with site layout information such as gridline references and topographical reports.
- Ability to interpret as-built cost information for analysis.
- Proficiency with reading and interpreting construction drawings.
- Ability to draft and interpret scope of work documents.
- Review and interpret tender packages.

Qualifications

- Demonstrates honesty and integrity in all business interactions and strives to meet customer needs in a creative and safe manner.
- Pleasant demeanor with an ability to manage multiple time-sensitive tasks while working within a team environment.
- Education/training as a CET or EIT, or relevant work experience. P. Eng. designation preferred.
- Minimum 2-3 years of experience in a planning or estimating role, specifically in the construction industry.
- Previous field experience or experience working with mechanical agriculture equipment an asset.
- Effective communication and interpersonal skills, both written and verbal.
- Strict attention to detail and accuracy, as well as strong planning and organizing skills.
- Creative thinker who seeks innovative solutions to complex issues.
- Good business acumen, understands financial aspects of construction.
- Proficient with MS office, including Excel and Project.

Other Information

Some travel to worksites required.

Proof of COVID-19 vaccination required (to satisfy client worksite access requirements)

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