

# Now hiring. Estimator



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At the direction of the New Homes Designer & Estimating Manager. Supply quotations for pricing requests from Management, Sales, Coordinators and Decor in a timely manner.

To assist fellow team members whether on site, in the office, trades working for us, even training of new staff, by being successful at communicating, problem solving, and being attentive to detail.

To work amongst a team environment to meet and exceed the expectations of our peers, designers, purchasers, and trades by completing our duties/responsibilities in a timely efficient manner with personal ownership and pride.

#### **Reporting Structure:**

- New Homes Designer & Estimating Manager
- No direct reports-Works closely and collaboratively within own department, plus works closely with Sales, Design, Construction and Décor departments.

#### **Education and Qualifications:**

- College program in Architectural Technology or Construction Engineering Technology, Construction Management Technology, or similar equivalent course
- 3-5 years experience within the home building sector, ability to interpret plans, take offs, details, translate drawings to site applications and the components required to build an option out. Estimating experience would be a benefit.

#### **Required Knowledge/Skills:**

- 3-5 years experience of integrating software programs into the daily function of home building that would benefit the team and business.
- Ability to integrate and work as part of the team.
- Clear & concise communication skills



- Ability to communicate in consumer language while addressing trade details within the building of options.
- Excellent computer skills (with an ability and interest in learning new programs)
- Self-motivation to continue the development, resourceful in implementing.
- Detail orientated.
- Strong understanding of general estimating practices including bids/tenders, cost comparisons & bid leveling, equivalent specifications.
- Strong spreadsheet & computer literacy. Advanced knowledge of Excel & Google sheets is a plus
- Experience with BlueBeam Revu or a similar quantity take off software is considered an asset.

### **Core Functions and Responsibilities:**

- Assist with Communication & Negotiations of Purchasing relating to Trades and Suppliers for costing details for the building and maintenance of house budgets and optional products.
- Assist in coordination of DTL supplier purchasing and contract negotiation activities.
- Communication with trade partners to develop construction budgets in part or in full and to create upgrade and plan option budgets to include mark-up & risk.
- Create & use templates for house budget, options and upgrades.
- Assist in the building and maintenance of estimating data base, including assisting in the updating of contract rates, labour rates, etc. as required.
- Manage trade communications for cost changes and increases, through scopes of work and specifications.
- Establish standardized margin pricing as it relates to option categories, as well as advantages related to packages and unit rates.
- Strong commitment to meet and complete tasks in timely manner.
- Ability to take new product or changes to existing product corporately and notify staff and trades of the changes in an informative and detailed fashion
- To provide support to fellow team members including training, mentoring, increasing levels of accuracy
- Prepare bi-weekly/monthly market reports for commodity materials (lumber, steel,etc.)
- Assist in tender/negotiate of trade contracts.

### **General Responsibilities:**

- Follow and consistently demonstrate Doug Tarry Limited core values.
- Ensure the Doug Tarry brand, Core Values, and Doug Tarry Difference are represented in all aspects of construction estimating
- Maintain a current detailed knowledge of all applicable codes, standards, acts and regulations.
- Follow current policies, procedures and processes.
- Foster a healthy working environment for DTL staff as well as anyone entering the site or place of business.
- Demonstrate commitment to sustainability and innovation initiatives.
- Help build on the customer for life philosophy by providing excellent customer service
- Perform other duties as assigned.

Doug Tarry Ltd is committed to employment equity and welcomes diversity. We encourage applications from qualified individuals from all backgrounds.

Doug Tarry Ltd provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources at [careers@dougarryhomes.com](mailto:careers@dougarryhomes.com).

*We thank all applicants for their interest in this position, however, only qualified candidates will be contacted for the next steps in the process.*

