



**Position Title:** SENIOR ESTIMATOR

**Department:** ESTIMATION

## OVERVIEW

Under the supervision of the Deputy Director of Project Controls, the senior estimator is responsible for the calculation of labour, materials, equipment, and service costs required for major ship repair and ship building projects at Davie. The senior estimator will engage with internal stakeholders and external subcontractors and vendors to ensure inputs to bids are requested and received on time. They will also support the development of the resource requirements, the implementation schedule and the deliverables for bids, ensuring Davie submit compliant bids and quotations that result in winning new contracts that are deliverable within the prescribed timeframes.

The senior estimator will support the management of the Estimating service at Davie and support in maintaining and developing team members' abilities to effectively prepare estimates. They will also be involved in the selection and integration processes of new team members as well as process improvement.

## MAIN RESPONSABILITIES

- Lead on the development of estimates for bids in major ship repair or ship building projects at Davie.
- Study drawings, specifications, classification standards and regulations and take note of important elements to ensure better knowledge of the nature of equipment and of work details indicated in specifications.
- Analyse documentation to prepare labour, materials, equipment and services estimates.
- Perform analysis and validate job costs for past projects.
- Analyse supplier quotations by comparing the technical aspects according to specifications and contract terms and conditions, in order to choose the best products and services.
- Ensure all cost inputs including labour, sub-contracts, equipment and materials, as well as all data related to the task are captured in order to assess the full cost of the work being estimated.
- Ensure the Basis of Estimate is captured and recorded for all cost inputs and calculations, including all norms and standards used.
- Assess the level of confidence and recommend the level of contingency that should be applied for each estimated specification.
- Consult with the appropriate department managers to determine production capabilities and optimal production processes.
- Provide assistance to team members to develop their skills and efficiencies in estimation processes and tasks.
- Perform management tasks, such as:
  - Develop and maintain estimating plans for bids
  - Organise and complete estimating and bidding activities.
  - Ensure compliance with agreed procedures for estimating.
  - Develop and cultivate a communication strategy between the estimating team, project management, production, senior management and the client, as required.

**SUCCESS**

**DYNAMIC**

**ACCOUNTABILITY**

**RELATIONSHIP**



## REQUIREMENTS

- Eight (8) years or more of estimating experience in ship repair, ship building, major construction and/or engineering programs.
- Bilingual – French and English
- Strong math skills and good knowledge of industry standards
- Strong communication and interpersonal skills
- Strong analytical skills; able to see connections in data and historical trends
- Ability with MS Office Suite including advanced level on using MS Excel
- Superior priority and time management skills; excellent organisational and planning skills
- Ability to negotiate
- A bachelor's degree in an appropriate discipline (Mechanical Engineering, Electrical Engineering, Naval Architecture, etc.)

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