

Job Title: Construction Contract Estimator

JOB INFORMATION

Requisition ID: 3670

Number of Vacancies: 2

Department: Procurement and Category Management (20000714) - Capital Procurement (30000513)

Salary Information: \$75,602.80 - \$94,494.40

Pay Scale Group: 8SA

Employment Type: Regular

Weekly Hours: 35, **Off Days:** **Shift:**

Posted On: May 31, 2021

Last Day to Apply: June 21, 2021

Reports to: Category Manager- Construction Services

2 positions:

Civil/Structural/Arch and Electromechanical

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

General Accountability

Reporting to the Category Manager - Construction Services, the Construction Contract Estimator is responsible for preparing various types of cost estimates required for managing changes to contracts for Engineering and Construction (E&C)/Operation & Maintenance and other construction project contracts administered by the Procurement & Category Management Department. Prepares cost breakdown documents, quantity surveys, and reports required for managing construction contracts.

Key Job Functions

- Performs a variety of cost estimating and associated duties for construction contracts administered by PCM within the Capital Budget.
- Proven skills in the application of practices and procedures involved in the estimating function are essential as is the preparation of estimates for all trades and disciplines involved in complex construction contracts.
- Hands on experience in the preparation of estimates for contract changes.
- Understanding of the Capital Budget process and the budgeting methodology dealing with cash flow and escalation indices.
- Must be computer literate with an understanding of computer based estimating, electronic spread sheet, data base and other computerized applications related to the work.
- Must possess strong analytical and interpersonal skills combined with sound judgement and initiative.
- Must be self-motivated and able to communicate clearly and confidently both verbally and in writing.
- Must have or acquire knowledge of department specific procedures, processes and procurement software, combined with the TTC's organizational structure, policies and procedures applicable to the work performed.
- Candidate will be required to participate in the TTC's Customer Service Ambassador Program.

Skills

Apply analytical skills

Assess and manage corporate risk
Communicate in a variety of mediums
Demonstrate specialized expertise and knowledge in the assigned field
Understand and apply administrative policies, processes, and procedures
Use office technology, software and applications

Education and Experience

University Degree or College Diploma in a related discipline, or a combination of education, training, and experience deemed to be equivalent combined with demonstrated experience performing estimating duties for construction contracts

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Human Resources – Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.

Link to apply:

https://career17.sapsf.com/career?career%5fns=job%5flisting&company=TTCPRODUCTION&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=3670&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&browserTimezone=America/New_York&s.crb=qa9tVEEXr4XFh%2fVAYS8h3z1NmR2aIQixPVwYipFVjq0%3d