

Senior Engineer/Mining Estimator

Department: Estimating

Reports to: Manager of Estimating

Location: North Bay, ON

Job Type: Full-Time, Permanent, 40 hours per week

Date Posted: June 12, 2019

Application Deadline: July 10, 2019

About Cementation Canada:

You feel passionate about what you do. You made the right decision choosing your career path. The question is, are you in the right place? Is your full potential being realized, are you continuing to develop expertise in your chosen field, and does your passion remain strong? At Cementation we respect experience; we get excited about potential.

Cementation is an underground mine contracting and engineering company. We build mines. Structured to deliver design-build solutions for technically challenging projects, our people build world class shaft sinking and mine development projects. Our work requires a team approach where respect is expected and innovation is encouraged as long as safety is not compromised.

Being an employer of choice in the mining industry has always been a mainstay of our mission statement, and Cementation is proud to have been selected as one of Canada's Top 100 Employers for seven years. Open the door to new opportunities and grow with us.

Key Accountabilities:

- Determine methodologies in order to determine the duration and task dependencies for accomplishing the scope of work involved in the cost estimates.
- Prepare proposals for competitive bids and/or engineering studies at the scoping, pre-feasibility, and feasibility level from the site visit up to and including final submission.
- Analyze drawings, designs, specifications, and tender documentation to prepare schedules, cost estimates, and bid documents.
- Apply labour, equipment, and material requirements to each estimate.
- Recommend vendors and subcontractors to be selected. Consult with vendors and specialists to discuss and formulate estimates.
- Determine performance capabilities with detailed cycle time calculations. Adjust theoretical calculations to reflect historical performance achieved.
- Work closely with other individuals in the organization to obtain, review, and support the commitments required for the cost estimates.
- Ensure historical data obtained from project records is stored in a centralized estimating database. Conduct time studies at project sites and correlate data transfer.
- Provide improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.
- Prepare all tenders in accordance with the "Bidding Process."
- Assist the proposal writer in meeting the deliverable requirements of all tender submissions including writing cover/lead letters, basis of estimate, methods statements, exceptions/clarifications, and other specifics for the proposal.
- Prepare back-up estimates and store originals and copies as per procedure.
- Assist and support project management to ensure continuity between tender, construction, and project

completion.

- Be able to make presentations to owners and clients on the various proposals and feasibility studies completed for submission.
- Conduct risk reviews and checking duties in a manner that is responsive to corporate needs in an effort to ensure accuracy.
- Although not directly responsible for other estimating staff the role includes mentoring and assisting more junior personnel in the development of estimating principles and the writing of technical and commercial documents.
- Be prepared to travel for site visits/inspections, and work in branch or joint venture partner offices. Travel may include international assignments. Travel period may range from one day to several weeks. A valid passport is required to be maintained at all times.
- Other duties as assigned.

Skills, Knowledge, and Abilities:

- Able to build and maintain lasting relationships with other departments, key business partners, and other stakeholders.
- Exceptional written and oral communication skills.
- Able to work efficiently as a part of a team as well as independently.
- High level of confidentiality and trust.
- Able to effectively prioritize workload to ensure strict deadlines are met.
- Able to work under pressure.
- Able to organize, compile, and analyse information from multiple sources.
- Ability to use Hard Dollar software to prepare cost quotes and bids.
- The position requires a general knowledge of provincial and federal mining acts and regulations.
- Strong knowledge of Microsoft Office products including Word, Excel, Outlook, PowerPoint, and MS Project.
- Working knowledge of AutoCAD and Primavera considered an asset.
- Ability to communicate in French and/or Spanish would be beneficial.

Qualifications:

- Degree from a recognized university or diploma from a college program relevant to the areas of responsibility.
- All certification required to represent Cementation in a safe and knowledgeable manner in the workplace including but is not limited to WHIMS, Ontario Common Core Modules 0, 1 and 2 (minimum), and Norcat Training.
- 10 - 15 years of experience preferably in an underground environment with a portion of time spent in the role of estimator, project controller and/or scheduler, contracts administrator and/or feasibility studies.
- Experience in underground development, construction and shaft sinking with experience analysing performances and cycles.
- Experience in Canadian shaft sinking methods and other worldwide practices and comparisons considered an asset.

All external candidates can apply by submitting their application to
<https://cementationjobs.applicantpool.com/jobs/>