



# Pre-Construction Manager

## The Organization:

From its founding as a one-man welding operation, Capitol Steel has grown into a highly specialized, structural steel fabricator and erector of some of the largest and most demanding projects in the public infrastructure, commercial construction and heavy industrial sectors.

Capitol Steel excels at fabricating and erecting of unique, complex and heavy structural steel projects. The hardworking and tenacious team at Capitol Steel take great pride in adding value to steel. The work begins with a thorough study of each project specification and is augmented by deep experience in all aspects of estimating, fabrication and erection planning. The team is proactive – anticipating challenges that will occur in the field and modelling and testing theories for the best solution.

## The Opportunity:

Reporting to the President, the Senior Estimator/Project Manager will plan, coordinate and oversee activities pertaining to tender specifications, bidding practices and material purchase estimates. The Senior Estimator/Project Manager will be a strategic member of the team and will participate in discussions and decision-making that will influence corporate growth.

## Key Responsibilities:

- Manage multiple on-going projects, provide guidance and training to team members;
- Identify, assess and recommend bidding opportunities;
- Manage acquisition of tender documents, while organizing, supervising and maintaining records of the tendering process;
- On a project by project basis, estimate and tender relevant scopes of work, including comprehensive review of specifications, drawings and with knowledge of relevant codes;
- Actively follow-up bids and analyze tender results;
- Participate in the Value Engineering Process for various projects;
- Build and maintain a network of contacts in the industry e.g. owners, consultants, contractors and subcontractors;
- Represent the company at industry/client associations;
- Prepare preliminary estimates and pre-qualifications packages;
- Prepare estimates for contemplated change orders or claims for on-going projects;
- Assist in the preparation and submission of Proposals for Design Bid, Design Build, and Construction Management tenders; and
- Formulate and manage project plans by clearly defining deliverables, tasks and milestones, review progress with management to control overall project risk and measure qualitative and quantitative results.

## Selection Criteria:

- Project Management certificate, P.Eng., CET and/or with relevant experience preferred;
- Experience or qualifications in cost estimating is preferred;
- Experience in tenders / proposals with a record of successful results;
- Strong Negotiation Skills;
- Experience in steel pre-production, fabrication and/or erection techniques is desirable;
- Strong team working abilities;
- Ability to work under tight deadlines with good prioritization / time management skills; and
- Strong verbal and written communication skills in English.

*To apply in confidence, please submit a resume and cover letter quoting project #20103 to [Alora@harrisleadership.com](mailto:Alora@harrisleadership.com)*

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