



Building Beyond Expectation is Gemini Homes mission. We strive to create innovative and functional living environments that are socially and globally responsible. We are committed to making the Building Experience a Better Experience. Our goal is to exceed customer expectations and provide superior after-sales service.

Join our team of experts, working in a positive and caring team environment. Gemini Homes is currently recruiting for a talented Estimator who has experience in the residential construction industry. Interested applicants can apply by sending your resume and cover letter to janice@geminihomes.ca

Title: Estimator, Residential Construction

Reports to: Director of Construction

Date: September 2021

Gemini Homes is looking for an experienced Estimator to assist with all aspects of Gemini Homes' Estimating and Purchasing objectives. The successful candidate will have residential construction experience with involvement in estimating, project budgeting and, Sales and Décor pricing support.

Reporting to the Director of Construction, the Estimator is responsible for budget creation and option pricing within the estimating software Buildtopia by "Constellation". Additionally, completing quantity take-offs, trade and supplier cost comparisons, scope of work creation, and issuing of purchase orders.

This individual will practice and demonstrate Gemini Homes' mission, vision and core values on a daily basis.

Role Responsibilities:

- Foster strong relationships with all subcontractors, suppliers and site staff
- Work closely with the Director of Construction on all estimating tasks
- Analyze drawings and specifications for an in-depth understanding of project requirements
- Assist with project tendering (scope of work creation, issuing R.F.Q. and cost comparison process)
- Review all subcontractor quotations for accuracy of inclusions
- Complete take offs to verify quantities and cost accuracy
- Prepare project budgets and cost estimates based on plans and project specifications
- Input and maintain all estimating budgets and contracts within operating software "Buildtopia" by Constellation
- Update available attributes for each project within Buildtopia and notify team of any changes to offerings
- Complete all option pricing requests from the décor and sales team

- Review drawings for accuracy, build efficiency, value engineering and all OBC requirements
- Maintain subcontractor trade forms and documentation
- Issue Purchase Orders - Send out adjusted lot specific purchase orders to trades/suppliers along with any other required documents (Plans, Sketches, Trade Forms etc.)
- Record Variances - Track any variances in the system and discuss with the Construction Director, Construction Site Supervisors and/or related parties to determine how to avoid these in the future
- Assist with research and review invoices received without a purchase order number or that do not match. Discuss with site personnel and internal staff as required
- Collaborate and coordinate any build related purchasing discrepancies occurring between site and trade partners
- Provide ongoing feedback relating to product or purchasing improvements that can be attained via ongoing interactions with trades
- Create and maintain trade contact list for each site
- Review and update price increases for suppliers and subcontractors as required
- Assist with the updating subcontractor agreement, health and safety, and scopes of work
- Maintain Insurance and Form 1000 books for office and site personnel
- Maintain project master product specification summary

Education, Experience and Skill Requirements:

Education:

1. College Diploma in Estimating, Purchasing, Architectural Technology or Construction Project Management
2. Construction Contract Management and Negotiations is an asset

Experience and Skill Requirements:

- 4 years' experience in the residential construction industry
- 2-3 years estimating experience in new home construction
- Demonstrated ability to accurately create, calculate, maintain and provide feedback on base estimates, job budgets and product price lists
- Professional, detail focused individual with previous experience in the construction and home building industry
- Ability to read and understand blue prints/house plans
- Experience with Buildtopia software by Constellation, estimating software, and spreadsheet design
- Understanding of Ontario Building Code and Tarion's Construction Performance Guidelines
- Proficient in Microsoft Office/Computer Literacy – Word, Excel, PowerPoint

Hours of Work:

Monday to Friday – Regular Business Hours of 8:00 a.m. to 5:00 p.m. (40hrs per week) Occasional after-hours availability to meet deadlines

Salary: \$58,000.00 - \$65,000.00 annually plus shared benefits