

JOB TITLE:	ESTIMATOR, ESTIMATING UNIT (NOC 22303)
COMPANY NAME:	BEACON UTILITY CONTRACTORS LIMITED
JOB LOCATION:	270 RODINEA ROAD, MAPLE, ONTARIO
JOB TYPE:	Full-time and Permanent – in person (Monday-Friday)
SALARY:	\$62,400.00 (\$40.00/hour)
HOURS:	30 HOURS A WEEK
BENEFITS:	Group Benefits, Company Events, On-Site Parking, RRSP Match
LANGUAGE OF WORK:	English

Beacon Utility Contractors Limited was established in 1997, providing electrical and communication utility construction services for businesses and municipalities across Southern Ontario.

JOB OVERVIEW: This position will contribute to the Estimating Unit by gathering, preparing, and maintaining information for construction bids.

REPORTS TO: DIRECTOR, ESTIMATING & PROJECT MANAGEMENT

Responsibilities and Duties

- Review drawings, specifications, tender documents, addenda, and contract requirements.
- Prepare detailed cost estimates and accurate quantity takeoffs.
- Source and obtain pricing from material suppliers and subcontractors.
- Prepare tender forms, bid packages, and supporting submission documents.
- Identify project risks, assumptions, exclusions, and opportunities during the estimating process.
- Participate in site reviews, tender reviews, and tender handoff meetings.
- Coordinate with project managers, field staff, suppliers, subcontractors, and clients as required.
- Develop and maintain positive working relationships with colleagues, project team members, vendors, and clients.
- Maintain and update estimating records, pricing information, and cost databases.
- Assist in the preparation of prequalification documents and other proposal-related submissions.
- Complete tender packages accurately and within required deadlines.

Qualifications

- Ability to work in a fast-paced, team-oriented environment.
- Strong organizational, time management, communication, and problem-solving skills.
- High attention to detail with the ability to manage multiple priorities and meet deadlines.
- Ability to review and interpret drawings, specifications, and tender documents.
- Proficiency with Microsoft Office, including Excel and Word.
- Ability to analyze information, develop budgets, and exercise sound judgment.
- Ability to build and maintain relationships with suppliers, subcontractors, and internal team members.
- Experience in electrical, civil, utility, or infrastructure construction.



- University Degree in Engineering or related, with 2-3 years' experience.
- Valid G driver's licence.

INTERESTED CANDIDATES CAN SUBMIT THEIR RESUMES TO HR@BEACONUTILITY.COM