



EMPLOYMENT OPPORTUNITY

Closing Date: 2024/02/20

ESTIMATING AND SCHEDULING TECHNICAL ASST WINNIPEG

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2 week period), depending on nature of work, operational requirements and work location.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment and customer service.

We are seeking an Estimating and Scheduling Technical Asst to join our Project Service Department. Under the general direction of the Estimating Services Section Head, is responsible for the estimating and scheduling associated with future generation projects. The position is required to provide technical support with respect to the estimating and scheduling.

Responsibilities:

- Prepares detailed cost estimates by considering engineering specifications and contract conditions; researches, analyzes and recommends best methods and procedures, including safe working methods, to minimize labour and equipment requirements, associated costs and/or scheduling impacts; revises estimates and schedules.
- Prepares quantity takeoffs for a wide range of materials and components; prepares quantity and costs calculations on the direct costs of material and components by using either established unit cost or productivity rate information or estimating from base information; assesses risk situations and allows for in estimating and pricing of work.
- Applies established mark-ups to direct cost components to ensure recovery of full overhead expense.
- Update labor, material and equipment databases in estimation software.
- Prepares work schedules and coordinates activities on assigned projects. Maintains project progress data such as graphs, charts, etc.; advises supervisor when discrepancies or changes to work plan are required.
- Compiles the schedule of pay items for estimates, bid submissions and sub-contract tender documents as required; compiles comparative summaries of quantity and cost calculations from contractors' submissions for use in bid analysis; verifies quantity calculations made by others to ensure accuracy of information.
- Tracks escalation from P911 and StatsCan for use in estimation,
- Obtains technical information and costs for material and equipment from suppliers; reviews drawings, specifications and material lists; prepares documentation for procurement of construction materials, equipment and subcontracts.
- Maintains up-to-date records of equipment costs, production rates and material costs related to constructions projects.
- Reviews Cost/Progress Reports to compare projected costs with estimated costs; determines effects of scheduling changes on project costs.

Qualifications:

- Two-year diploma in Civil or Mechanical Technology from an institute of recognized standing;
OR
- Eligibility for certification at the Technologist level by the Certified Engineering Technicians and Technologists Association of Manitoba (CTTAM).
- Three years' related experience including one year of experience in construction.
- Working knowledge of all related standards and codes related to the Civil discipline.
- Possess a good understanding of construction knowledge related to operation and maintenance of generation, substation and

transmission and distribution facilities and all their interrelated equipment.

- Good working knowledge of project management principles and well versed with the earned value concept of project management.
- Basic knowledge related to preparation and updating of project cash flows.
- Be analytically minded with an aptitude for dealing with uncertainties associated with long term forecasts.
- Good knowledge of accounting processes and ability to discuss and explain financial aspects of projects with technical staff.
- Excellent computer application skills for a variety of systems related to construction project estimating, scheduling and costs and project management functions.
- Excellent skills in preparing spreadsheets in MS Excel, presentation slides in MS PowerPoint and basic databases in MS Access.
- Ability to do earthwork and concrete takeoff using AutoCAD.
- Basic drafting and design skills.
- Ability to read and prepare non-routine technical reports.
- Possess a valid Province of Manitoba Driver's Licence.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$34.63-\$47.92 Hourly, \$66,359.28-\$91,820.82 Annually.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

The deadline for applications is FEBRUARY 20, 2024.

We thank you for your interest and will contact you if you are selected for an interview.

This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.

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