



Livingstone Landscaping Ltd. is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.

Job Title: Junior Estimator

Start Date: ASAP

Reports to: Project Manager & Senior Estimator

of Vacancies: 1

Purpose: The Junior Estimator is responsible for commercial & residential landscaping, commercial grounds maintenance, and commercial snow clearing estimates. As well, the Junior Estimator is responsible for assisting in the management of construction projects and maintaining client relationships on an ongoing basis.

Duties and Responsibilities:

- Review and interpret residential plans and specifications to prepare estimates
- Solicit subcontractor quotes, as needed
- Determine costs for labour, equipment and hard goods
- Track material quantities used for each project and ensure they do not exceed quantities bid without extra work authorization
- Assist with preparation of estimating and design calendar
- Review estimates with manager for approval
- Prepare man hour & material budgets and track budgets for projects. Review and update job production rates and tools
- Prepare commercial grounds maintenance, commercial snow removal, and Sweeping & Painting estimates
- Work with Yard Manager to update material costs annually, including but not limited to: material binders for contractor/retail purposes and company pricing tools
- Face to Face customer Estimate meetings for jobs under \$10K
- Solicit industry contacts for pricing opportunities
- Material orders and inventory

Commercial Project Estimating:

- Accurately complete and submit bids for commercial projects
- Follow up on bids after submission
- Communicate to necessary staff when bids have been awarded (or not awarded)
- Prepare budget for projects
- Attend meetings for commercial jobs

Qualification Requirements:

- Capable of high levels of analytical and organizational skills
- Ability to perform complex calculations and identify the costs, time and profit margins of landscape projects
- Strong ability to understand operational business factors such as cash flow and inventory
- Exceptional attention to detail



Education and/ or Experience:

- Strong understanding of Contracts; Negotiating Contracts an asset
- Strong knowledge of the landscaping industry with a minimum 5 years' experience in the field – a considerable asset
- Experience in an Estimating Role or Environment; Construction Industry specific is a considerable asset
- Previous experience with ordering and purchasing; an asset
- Background in a numbers-based role or industry is desirable (*i.e. Financial, Accounting*)
- Proficient in Microsoft Office (Excel, Word, Outlook, Publisher), QuickBooks, and LMN
- Valid Class 5 Drivers License

To apply for this position with Livingstone Landscaping please complete the application form on our website and email it, along with your Resume, Cover Letter and References to hr@livingstoneltd.com.

We thank all those that apply, however only those selected for an interview will be contacted.