

## LEAD PROJECT MANAGER – ESTIMATOR

The Project Manager/Estimator's essential function is to estimate and manage the daily details of the project, including purchases, subcontracting, changes and coordination of office and field activities during the project process.

### **Key Responsibilities / Accountabilities:**

- Study and understand the contract documents of each project before, as well as after estimating to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the CFO and Compliance Manager.
- Investigate conditions at the jobsite, if possible, prior to bid to understand and evaluate any condition that would affect our service and costs.
- Estimate accurately each job and review the estimate with the CFO in sufficient time to permit careful analysis, checking of calculations, and corrections as necessary. Once a definite estimate has been approved, it shall be presented to Presidency for final approval.
- Minimizes our exposure and risk on a project.
- Ensures project documents are complete, current, and hand it to Compliance to be stored appropriately.
- Manages day-to-day operational aspects of a project and scope.
- Establishes and maintains an open line of communication with the Client.
- Inform in a timely manner to the Procurement department of any major purchase of materials, tools and/or equipment to ensure work is awarded at the most competitive price early enough to ensure timely delivery of materials, tools and/or equipment.
- Prepare and update, as necessary, the job progress schedule.
- Coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary.
- Attend job meetings.
- Prepare cost breakdown; review with the CFO for concurrence, make adjustments as required (keeping change records) and have it approved by the President before releasing to the Accounting department.
- Manages project budget and analyzes project profitability, revenue and margins.
- Creates and executes project work plans and revises as appropriate to meet changing needs and client requirements.
- Tracks and approve team hours and expenses on a weekly basis
- Prepare data for monthly invoices and submit in a timely manner to the Accounting department.
- Ensure that Procurement department has all the details and information to assure delivery of materials, tools and/or equipment to support progress schedules.
- Ensure field personnel has all documentation pertaining to the project as required by contract documents.
- Ensure HSE and Training division has field personnel information in a timely manner to schedule training and provide certifications according to project requirements.
- Monitor maintenance of applicable project files.
- Supervise preparation of bid and job correspondence.
- Assist and cooperate in maintaining good personnel relations and activities, as well as other areas requiring coordination between field and office.
- Reviews change orders between the company and the Client.
- Request extensions of time as required by contract documents.
- Monitor the maintenance of as-built drawings as required on projects. Assure maintenance of a permanent record set, or that "as-built" information is transferred to permanent record set.
- Prepare special reports requested by the President and/or the Client.



- Prepare and submit weekly reports to the client with updated information regarding the project and milestones accomplished.
- Monitor and maintenance of all project records as required by contract documents until job is completed and job folder is released to Compliance.
- Display clear and effective verbal and written communication skills during interactions with clients, management, and team members.

**Travel Requirements:** Yes, and work may require overnight travel.

**Working Conditions:** Work may require availability during weekends and evenings.

**Qualifications and Experience:**

- A bachelor's degree in business administration or engineering
- A minimum of 3 years in the oil and gas industry
- Expert project management skills using Microsoft Project
- Exceptional interpersonal skills, including teamwork, facilitation and negotiation
- Excellent English verbal and written communication skills
- Ability to handle multiple tasks
- Project Leadership experience
- Proven leadership skills in a dynamic project environment
- Excellent problem solving, decision analysis, and interpersonal skills
- Proven to be thorough and show meticulous attention to detail
- Able to meet deadlines in a fast paced environment with a positive attitude
- Must have knowledge of project and personnel scheduling