JOB DESCRIPTION

Position / Title	Project Manager / Estimator
Reporting to	Senior Estimator / Project Manager
Last updated	October 2026

FOCUS

The Project Manager / Estimator wins and delivers civil construction work for Friesen Hauling & Excavating. This role prices projects accurately and competitively, then manages the awarded work from start-up to close-out so it finishes on time, on budget and to specification.

OVERALL OUTCOMES

As the Project Manager / Estimator, you will provide outstanding value to our customers from bid to close-out. Success means accurate, competitive and complete bids; projects that finish safely, on schedule, to specification and within budget; change orders and progress claims that protect cash flow; and completed jobs reviewed against the estimate so that our pricing keeps improving.

RESPONSIBILITIES

Estimating

- Review tender documents, specifications and drawings to define project scope.
- Perform quantity take-offs (earthworks, aggregates, site services and materials) from plans.
- Build full cost estimates for conceptual and tendered projects, including equipment, labour, material, trucking and subcontract costs.
- Solicit, review and compare supplier and subcontractor quotes for scope and price.
- Prepare and submit bids, clarifications and exclusions; track bid results.
- Maintain current pricing, equipment and labour rates, and estimating records.

Project Management

- Manage awarded projects from start-up to close-out, setting the plan, schedule and budget.
- Act as the main contact for clients, consultants, suppliers and subcontractors.
- Coordinate schedules with site supervisors, crews, subcontractors and material deliveries.
- Order materials and issue purchase orders and subcontracts.
- Track costs and quantities against budget; identify and price change orders and extras.
- Prepare monthly progress claims and support invoicing.
- Visit sites regularly to review progress, quality and safety.
- Manage project documentation, including contracts, utility locates, permits, RFIs, change orders and close-out records.
- Review completed projects against the estimate to improve future pricing.

REQUIREMENTS

Qualifications

- 4+ years of experience estimating and/or managing civil, excavation or heavy construction projects.
- Post-secondary education in construction management, civil engineering technology or a related field is an asset; equivalent experience will be considered.
- Knowledge of earthworks, site services and aggregates is an asset.
- Valid Manitoba Class 5 driver's license; a driver's abstract will be requested.

Skills

- Able to read and interpret site plans, specifications and contract documents.
- Experience with quantity take-off and estimating software.
- Strong skills in Microsoft Office (especially Excel).
- Accurate with numbers and detail-oriented.
- Organized; able to juggle several projects and bid deadlines at once.
- Clear, professional communicator in writing and in person.

Personal Attributes & Work Conditions

- Demonstrates ownership and accountability while continuously seeking opportunities to improve processes and outcomes.
- Builds strong working relationships with crews, clients, suppliers and subcontractors.
- Self-starter who works well with the team.
- Primarily office-based, with regular travel to job sites in southeastern Manitoba.
- Occasional extended hours to meet tender deadlines or project needs.
- Site visits require appropriate PPE and adherence to company safety policies.