**Matix Lumber – Construction Estimator**

**About Matix Lumber:**

Matix Lumber is a privately-owned family company established in 2012 and is based out of their corporate office located in Headingley. Matix Lumber runs a building materials supply centre serving both residential and commercial clients and constructs and supplies ready to move (RTM) homes as well as managing larger commercial and residential construction projects.

Matix Lumber manages projects across Manitoba, Saskatchewan and Northwest Ontario and often in more remote Northern communities where traditional large-scale construction is difficult and Matix’s specialized pre-built and RTM construction which is more logistically efficient. As such, Matix has built strong partnerships and relationships with many First Nations communities and organizations in Manitoba providing housing as well as retail and commercial buildings, schools and churches.

Matix currently employs approximately 80 employees in addition to multiple sub-trades and seasonal contractors working locally at the corporate office and building centre and working on-site at multiple projects across Manitoba, Saskatchewan and Northwest Ontario.

Matix has a proud history of supporting families and businesses in providing safe, high quality and affordable housing and building solutions.

For additional information on Matix Lumber, please visit: [www.matixlumber.com](http://www.matixlumber.com)

**Position Description:**

**Construction Estimator**

Matix Lumber is looking for an experienced Construction Estimator who is responsible for preparing accurate and detailed cost estimates for construction projects throughout the entire lifecycle of a project by analyzing plans, specifications, and project requirements. This role involves evaluating materials, labour, equipment, and other expenses, as well as identifying potential risks and contingencies. The Construction Estimator collaborates with Project Managers, Project Coordinators, trades, contractors, and clients to ensure all project details are considered and prepares competitive bids. Additionally, they assist in monitoring budgets and ensuring projects align with cost expectations.

**Job Purpose**

* To collaborate with project teams and leadership to provide accurate and detailed cost estimates that align with business goals and support informed decision-making.
* To ensure estimates reflect market trends, material costs, and labour requirements while identifying risks, opportunities, and budget variances for multiple projects.
* To implement and uphold consistent estimation standards and procedures across all divisions, contributing to operational efficiency and cost-effectiveness.
* To analyze project plans and specifications, delivering timely and precise reports on estimated costs, project feasibility, and potential risks.
* To support a culture of continuous improvement by refining estimation processes, leveraging technology, and promoting best practices.
* To contribute to the organization’s profitability by delivering high-quality estimates that support competitive bidding and successful project execution.

**Duties and Responsibilities**

* Completing accurate cost estimates and collecting quotes from contractors for residential, commercial and RTM construction.
* Develop multiple alternate project plans and schedules.
* Prepare budgets from preconstruction design information.
* Collecting all pertinent documents including property plans, technical drawings, and project specifications.
* Determine project scope and contribute to preconstruction meetings to determining bid strategies.
* Completing all labour, material, scheduling and other necessary items associated with estimating for the entire project.
* Tracking priorities for the estimating department across all internal departments.
* Working with project teams to meet all deadlines.
* Creating material quotes in BisTrack according to standard operating procedures.
* Other duties/tasks as assigned.

**Requirements**

* 3-5 years of experience as a construction estimator.
* Relevant post-secondary education in a construction-related discipline is considered an asset.
* Knowledge of the building envelope for both residential and commercial construction.
* Ability to read, understand and interpret drawings and specifications.
* Attention to detail as well as related math, technical and calculating skills.
* Exceptional quantitative skills.
* Detail-oriented, dependable, conscientious, and well-spoken.
* Experience with Procore or similar construction software.
* Experience with BisTrack is considered an asset.

**Key Success Factors**

* Demonstrates precision in analyzing project plans, specifications, and budgets, ensuring every aspect of material, labor, and equipment costs are accounted for. Provides accurate and actionable estimates to support project planning and execution.
* Leverages advanced software, databases, and digital tools to enhance the accuracy and efficiency of estimating processes. Stays updated on emerging technologies and trends in construction estimation.
* Maintains an in-depth understanding of construction techniques, First Nations Communities, materials, and market pricing trends, enabling accurate cost assessments and adjustments based on evolving industry conditions.
* Builds effective working relationships with project stakeholders, including Project Managers, Project Coordinators, Customers and Leadership. Communicates estimates clearly and provides insights to facilitate informed decision-making.
* Responds quickly and effectively to changes in project scope, unexpected challenges, and shifting conditions. Implement solutions to maintain budget accuracy and project timelines and remains flexible to change.
* Ensures compliance with local building codes, safety regulations, and industry best practices while preparing project estimates. Proactively addresses and alerts the proper parties of potential compliance issues during the estimation phase.
* Focuses on delivering high-quality estimates that contribute to the overall profitability and success of projects. Balances cost-efficiency with the total project requirements to meet both the customers’ expectations and company goals.
* Stays informed about new developments in construction practices, materials, and technology. Continuously seeks opportunities to enhance processes, improve accuracy, and add value to the company’s estimating capabilities.