



## **CAREER OPPORTUNITY WITH AN INDUSTRY LEADER**

At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. As a premiere high voltage electrical contractor, our mission is to provide exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. Proudly awarded Gold Standard as one of Canada's Best Managed Companies, K-Line continues its quest to be the premiere Canadian owned utilities solutions company. We currently have an opportunity available to be based out of **Stouffville, Ontario** for the position of:

### **PROPOSAL LEAD/ESTIMATOR—SUBSTATIONS AND PROJECTS**

#### **Overview**

Working within our Substation and Projects Construction Division, this role will play a key part in successfully securing electrical construction projects. This position will ultimately be responsible for leading the bid process from opportunity to hand-overs upon award. In addition, this position will be responsible for preparing detailed budget estimates for transmission and distribution projects, including substations. The successful candidate will have experience in a similar role, be an effective communicator and have an ability to work under pressure and meet challenging deadlines.

#### **Responsibilities**

- Lead the preparation of proposals and quotes for new and existing customers
- Build scope matrix/responsibility documents for various projects
- Establish priorities and target dates for information gathering, writing, review and approval, and communicating proposal status updates
- Write, compile, and finalize proposals, coordinating all efforts with internal and external stakeholders to ensure timely delivery
- Develop and maintain detailed project estimates and cost breakdowns by understanding RFP documents, drawings, specifications, addendums, Q&A, and site-specific information
- Contribute to the development of project execution plans, construction bid schedules, bid risks and assumptions documents, as well as overall technical guidance for proposal development
- Source price materials, subcontractors and vendors
- Review and monitor estimates completed by other estimators, managers, and divisions for accuracy and standardization
- Provide a high level of communication and follow up with customers during the quoting and negotiations phases
- Support Project Managers and construction personnel with awarded work
- May require travel to project sites
- Collaborate with PMO to develop the scope of work for projects and take the initial request for work from the proposal stage through the negotiations and ensure the Substations and Projects Division has a clear understanding of the work to perform once a proposal is accepted



## Experience & Education

- Post-secondary education or technical field training and experience is required
- Minimum five (5) years industry experience and/or direct estimating experience in a related industry is required
- Minimum two (2) years' experience in a leadership role
- PMP or equivalent project management education is an asset
- CET Designation would be an asset
- Demonstrated experience working with substations, underground and overhead utilities
- Experience with projects with extensive labour, material and equipment costing
- Experience with construction costs, budgets, and schedules and the ability to identify potential risks

## Skills

- Strong communication, customer service, and leadership skills are required
- Highly organized with ability to multitask and meet tight deadlines
- Proficiency in Microsoft Office, and estimating tools/software is required
- Strong analytical thinking and problem-solving skills
- Strong financial acumen with familiarity in budgeting and forecasting processes
- Good understanding of power industry documentation, drawings, standards, and codes

## To Apply

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at [www.k-line.ca](http://www.k-line.ca). Interested candidates are invited to submit a resume to: [careers@k-line.ca](mailto:careers@k-line.ca).

## Company Overview

Celebrating 50 years of Business Excellence in 2017, the K-Line Group of Companies provides complete, one-source solutions for the high voltage and related sectors. Comprised of eight industry-specific divisions, we offer one-source expertise in engineering, design, procurement, construction, commissioning and maintenance of high voltage power delivery systems, including temporary power services, independent laboratory testing and complete fleet repair and refurbishing services. K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and OHSAS 18001 Health and Safety Management Standard.

*The K-Line Group is an equal opportunity employer. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*

*We thank all applicants for their interest in this opportunity. Only those candidates who are selected for an interview will be contacted.*

