



Intermediate Mechanical Estimator

Alliance M&E has been providing mechanical and electrical construction services and design in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement.

Reporting to the Director of Project Development, the Intermediate Mechanical Estimator position is best suited for a candidate with a knowledge of mechanical systems and construction experience. The successful candidate will play an important role in preparing accurate estimates, reviewing tender documents, and supporting the bidding process for upcoming projects.

Responsibilities

- Prepare detailed cost estimates and bid proposals for mechanical and/or electrical construction projects by analyzing drawings, specifications, material quantities, labour requirements, and subcontractor pricing.
- Perform quantity take-offs and cost analysis to develop accurate project budgets, identify potential cost risks, and ensure competitive and profitable bids.
- Solicit and obtain pricing from suppliers and subcontractors, reviewing quotations to ensure scope completeness and alignment with project specifications.
- Maintain and update estimating files and documentation, ensuring all estimates reflect the latest drawings, addendums, specifications, and revisions issued during the tender period.
- Compile and prepare tender submission packages, coordinating all required pricing, supporting documentation, and bid forms in accordance with tender requirements and deadlines.
- Track upcoming tenders and submission deadlines, maintaining the company's tender calendar and coordinating internally to ensure timely and complete bid submissions.

Qualifications

- 1–3 years of experience in mechanical construction, estimating, or mechanical systems
- Experience with high-rise residential, commercial, or institutional mechanical projects is considered a strong asset.
- Ability to read and interpret mechanical drawings, specifications, and tender documents.
- Proficiency with Microsoft Office, particularly Excel, Outlook, and Word.
- Experience with Trimble MEP Estimation or similar estimating software is an asset.
- Post-secondary education in mechanical engineering, mechanical engineering technology, or a related field will be considered an asset.
- Mechanical trade background (Plumber, Refrigeration Technician, Gas Technician, or similar) with an interest in transitioning into estimating will also be considered.
- Strong attention to detail and organizational skills, with the ability to manage multiple tenders and meet strict deadlines.

- Strong communication skills to coordinate with suppliers, subcontractors, and internal project teams.

Benefits

- Salary range: \$65,000-\$85,000 annually
- Extra-Long Summer Weekends
- Health & Dental Coverage
- RRSP/DPSP plan
- Young & Dynamic Environment
- Inviting New Office Space
- Free parking

If you are interested in this position, please contact Human Resources (hr@allianceme.ca)