

At Park, we believe that a beautiful landscape starts from the ground up—and that includes our team. We don't just offer jobs; we provide a space where you can plant your ambitions and watch them bloom. Our culture is built on a simple “The Foundation” philosophy: **When we invest in you, you invest in us.**

JOB TITLE: Senior Commercial Estimator

DEPARTMENT: Estimating & Design

REPORTS TO: Business Development Manager

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SUMMARY: The Commercial Estimator is responsible for preparing accurate, competitive cost estimates, bids and proposals for commercial landscaping projects. This role reviews drawings and specifications, evaluates site conditions, and develops detailed pricing for labour, materials, equipment, and subcontracted work. Working closely with project managers, vendors, and internal teams, the Estimator ensures estimates reflect project scope, contractual obligations, and target margins. The role also supports project execution by assisting with cost tracking, subcontractor coordination and project administration, contributing to improved estimating accuracy and overall project performance. This position will also play an administrative role with our snow clearing team.

DUTIES AND RESPONSIBILITIES:

1. Pre-Construction & Estimating

- Conduct site visits to evaluate scope, site conditions, risks, and constructability.
- Review and interpret drawings, specifications, and project requirements for commercial landscape projects.
- Prepare accurate, detailed cost estimates for materials, labour, equipment, and subcontracted work, as well as other project related expenses.
- Prepare in depth proposals inclusive of project teams, scopes, safety requirements, equipment availability, project schedules, and other relevant information.
- Develop, price, and submit competitive bids and proposals within required timelines.

2. Collaboration & Project Support

- Work closely with project managers, designers, and operations to align estimates with project scope, execution strategy, and margin targets.

- Support project teams during execution by coordinating with subcontractors and suppliers as well as project communications and administration , as required.

3. Vendor & Subcontractor Management

- Solicit, evaluate, and negotiate pricing from suppliers and subcontractors.
- Maintain current knowledge of pricing, availability, and lead times for key materials and services.

4. Market Knowledge & Relationships

- Build and maintain professional relationships with clients, landscape architects, contractors, local associations, and vendors.
- Stay current on landscaping materials, construction methods, and industry trends to support accurate pricing and continuous improvement.

5. Documentation & Controls

- Maintain organized estimating files, proposal documentation, and related reports to support handover and project audit requirements.

QUALIFICATIONS:

- **Experience:** Minimum 7 years' as an estimator in the landscaping or construction industry, with a focus on commercial landscape or civil projects.
- **Education & Certification:** Post-secondary education in Landscape Architectural Technology or related field (e.g., Construction Management, Landscape Architecture, Horticulture, Civil Engineering Technology).
- **Regulatory Knowledge:** Strong knowledge of local landscape construction practices, materials, and industry standards.
 - Knowledge of building codes, regulations, and permitting processes in Edmonton/Alberta is an asset.
- **Systems & Technical Experience:** Proficiency with estimating and takeoff software and Microsoft Office Suite.

COMPETENCIES:

Analytical & Financial Acumen

- Demonstrated ability to analyze plans, quantities, labour, and materials to produce accurate, defensible cost estimates while minimizing pricing errors and cost overruns.

- Strong numerical accuracy and attention to detail when reviewing quantities, assumptions, and pricing inputs.

Construction & Project Knowledge

- Solid understanding of commercial landscape construction methods, sequencing, materials, and subcontracted trades to ensure estimates reflect real site conditions, scope, and execution constraints.

Communication & Stakeholder Management

- Clear, professional verbal and written communication skills, with the ability to explain estimates, assumptions, and scope to clients, contractors, suppliers, and internal teams.
- Develop, prepare, and submit high scoring professional proposals for both private and public tendering authorities.
- Proven ability to build and maintain effective working relationships across internal and external stakeholders.

Commercial Judgment & Negotiation

- Ability to negotiate pricing, scope, and terms with suppliers and subcontractors while balancing competitiveness, margin targets, and risk management.
- Demonstrated commercial awareness in evaluating bid strategy and cost assumptions.

Problem Solving & Decision Making

- Strong analytical and problem-solving skills, with the ability to identify risks, gaps, and cost drivers and propose practical solutions.

Organization & Time Management

- Ability to manage multiple bids and competing deadlines simultaneously, maintain organized documentation, and consistently deliver complete, accurate, and on-time tenders.

Independence & Collaboration

- Capable of working independently on assigned estimates while collaborating effectively with project managers, designers, and operations teams.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Primarily office-based, involving extended periods of sitting and computer use to review plans, drawings, and estimates.

- Occasional site visits requiring standing, walking, bending, and navigating active construction sites with uneven terrain and variable conditions.
- Ability to lift and carry light materials such as drawings or samples (up to approximately 25 lbs / 11 kg).
- Exposure during site visits to outdoor weather conditions, noise, dust, and typical construction-site hazards; required use of appropriate PPE.
- Regular interaction with internal teams, clients, suppliers, and subcontractors in both office and field settings.
- Standard business hours with flexibility required during peak bidding periods or to meet tender deadlines; occasional local travel may be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.