



## **We are hiring! Positions available for Estimators, Project Managers & Project Coordinators**

### ABOUT THE COMPANY:

SK Sheet Metal Ltd. is a locally owned and operated mechanical contracting firm incorporated in 1981. We are committed to excellence in delivering construction projects, both new build and retrofit, for all sectors including private, government and institutional. All ductwork for our projects is fabricated in our own facility. We are proud members of MCA Ottawa, SMACNA, ASHRAE and Ottawa Construction Association. All of our field and shop personnel are SMWIA Local 47 members.

We pride ourselves on our values and our success is driven by our talented and dedicated team of professionals who work together to achieve our goals.

These opportunities are based in-office; our facility is a newly renovated innovative office environment in Orleans, Ontario. All positions are based on a 40-hour 5-day work week. We offer extremely competitive salaries, health-care benefits, paid vacations as well as modern computer and cellular telephones.

SK Sheet Metal Ltd. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### HOW TO APPLY:

If you are a dynamic and proactive individual looking to contribute to our company's success, we'd love to hear from you. Please submit your resume and a cover letter detailing your qualifications and how you can contribute to our team's success. Send your application to [career@sksheetmetal.ca](mailto:career@sksheetmetal.ca)



**SHEET METAL LTD.**

Position: ESTIMATOR  
Location: Ottawa, Ontario  
Job Type: Full-time  
Application Deadline: Open

**JOB DESCRIPTION SUMMARY:**

The Estimator is to provide the take-offs and estimating as well as provide the guidelines necessary to planning, direction, control, and organization to complete assigned projects within the time and budgets allowed.

**RESPONSIBILITIES:**

- Secure work for the company.
- Estimate from a set of drawings or sketches from onsite inspection for restorative or add-on work.
- Review manpower and efficiency required to complete the estimated work.
- Develop construction schedules for labour requirements.
- Maintain communications with all parties involved.
- Obtain necessary permits, licenses, certificates, bonds, and insurance policies.
- Perform a site visit to ascertain critical information as needed.
- Provide opportunity for the company to make a profit.
- Conduct an internal post-mortem and job analysis.

**EDUCATION:**

- Required: College Education CET graduate with Mechanical Trade endorsement or Journeyman's License or equivalent experience in Canadian market.
- Preferred: University bachelor's degree in mechanical engineering.

**EXPERIENCE:**

- Minimum three (3) years estimating experience in industrial, commercial, or institutional mechanical contracting.



**SHEET METAL LTD.**

Position: PROJECT MANAGER  
Location: Ottawa, Ontario  
Job Type: Full-time  
Application Deadline: Open

**JOB DESCRIPTION SUMMARY:**

The Project Manager is to provide the necessary planning, field staff, direction, control, and organization to complete assigned projects within the time and budgets allowed. In addition, the Project Manager is the overall management of assigned project(s) from pre-construction meetings to final acceptance through change orders, completion and payment in a manner designed to meet or exceed established profit margin goals.

**RESPONSIBILITIES:**

- Secure work for the company.
- Provide opportunity for the company to make a profit.
- Negotiate and purchase project packages.
- Hire and manage subcontractors.
- Obtain, review, submit, approve, and release shop drawings.
- Develop construction resource schedules.
- Labour management schedules.
- Conduct weekly labour analysis in comparison to estimated budget and track.
- Track material and package deliveries.
- Perform site visits for the life of the projects.
- Maintain communications with all parties involved.
- Attend site meetings and coordinate with clients and trades.
- Price and submit change orders.
- Complete and submit monthly progress billings.
- Track all materials, packages, subcontractors, milestones, change orders, site instructions and progress billings.
- Obtain necessary permits, certificates, bonds and insurance policies.
- Complete and submit final close out documents package.
- Track and report project accounting.

**EDUCATION:**

- Required: College Education CET graduate with Mechanical Trade endorsement or Journeyman's License or equivalent experience in Canadian market.
- Preferred: University bachelor's degree in mechanical engineering.

**EXPERIENCE:**

- Minimum five (5) years project management experience in industrial, commercial, or institutional mechanical contracting.



## **SHEET METAL LTD.**

Position: PROJECT COORDINATOR  
Location: Ottawa, Ontario  
Job Type: Full-time  
Application Deadline: Open

### **JOB DESCRIPTION SUMMARY:**

The Project Coordinator's responsibility is to co-ordinate the mechanical construction projects, project administrative record keeping between the job site & Project Managers and support Project Managers and all foreman(s) activities in a smooth, timely, accurate, efficient, and cost-effective manner daily. This position is to order and process supplies/materials for each project including the paperwork, scheduling and to assist in all aspects of keeping paperwork moving through the office. You are a key cog in keeping the Project Management personnel up to date on their projects.

### **RESPONSIBILITIES:**

- Submit materials, packages, and subcontractors' requisitions to purchasing agent.
- Obtain, release, and track all materials, packages and subcontractors purchase orders.
- Obtain, review, submit, approve, and release shop drawings.
- Assist purchasing agent when too busy or away with issuance of purchase orders.
- Coordinate, review, and verify invoices (A/P) to be paid with the original purchase order, shipping documents, and packing slips.
- Provide all latter invoices to the project manager for monthly or final billings.
- Review weekly project timesheets to ensure accuracy.
- Provide administrative support to project manager. This includes, but not limited to:
  - Negotiate and purchase project packages.
  - Hire and manage subcontractors.
  - Price, submit and track change orders.
  - Attend site meetings and coordinate with clients and trades.
  - Obtain necessary permits, certificates, bonds, and insurance policies.
  - Complete and submit final close out documents package.
  - Develop construction schedules (i.e., labour and fabrication).
  - Conduct weekly labour analysis in comparison to estimated budget.
  - Track material and package deliveries.
  - Perform site visits for the life of the projects.
  - Complete and submit monthly progress billings.
  - Track and report project accounting.

### **EDUCATION:**

- Required: College Education Technician graduate with Mechanical Trade endorsement.
- Preferred: College Education CET graduate with Mechanical Trade endorsement.

### **EXPERIENCE:**

- Minimum 1 year coordination experience in industrial, commercial, or institutional mechanical contracting.