

Subject:	<b>Job Description:</b> <b>Sr. Estimator</b>
Department:	Human Resources
Issued Date:	October 21, 2025
Effective Date:	
Date of Latest Revision/Initials:	December 2, 2025 BLH ready to post

## Senior Renovation, Custom Home Estimator

**CLAY Vision Statement:** To redefine the art of home transformation and millwork creation, turning every design-build renovation into a masterpiece that reflects the individuality of our clients. We commit to thoughtful, intentional craftsmanship, innovative design, and sustainable practices, creating homes and spaces that inspire and stand the test of time.

**Together we are better:** We have a team delivery approach to our projects. Each client team is equipped with a salesperson, a designer, an architectural technologist, a project coordinator, a site supervisor, and a lead carpenter. Additional team members are added as needed —carpenters, apprentices, sub-trades, cabinetmakers, and others.

**Position Summary:** The Senior Architectural Technologist & Renovation Estimator is a key member of the design-build team, responsible for leading architectural drafting, estimating, and permitting processes for custom renovation projects. Lead Jr. technologists as well This role blends technical expertise with creative problem-solving and client-focused collaboration.

### Key Responsibilities

#### Estimating & Budgeting

- Based on drawings identify sub-trades required to quote.
- Send drawings to sub-trades for estimates
- Over see Jr. staff to quote windows.
- Obtain and verify quotes from subcontractors and suppliers.
- Prepare Millwork pricing from stand alone pricing system.
- Utilize Xact Remodel or comparable online software to prepare accurate project estimates and preliminary proposals.
- Revise estimates based on feedback and project scope changes.
- Ensure alignment between drawings and quoted details.
- Prepare sold contracts for signing.
- Manage and price change orders during project through to signing.
- Work with designer to complete final billing.

#### Permitting & Compliance

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- Submit permit applications and manage approvals.
- Coordinate with engineering consultants and municipal departments.
- Close permits upon final inspections.
- Stay current with OBC, and Ontario Health & Safety regulations.

#### **Team Collaboration & Mentorship**

- Participate in Project reviews.
- Work closely with cabinetmakers, designers, sales, and site teams.
- Mentor junior team members and contribute to continuous learning.
- Attend staff meetings, training sessions, and team events.

#### **Site & Client Interaction**

- Interact with customers for change orders.
- Communicate effectively with clients and stakeholders.
- Ensure client property is respected and protected.

#### **Requirements to apply:**

- Post secondary education trade or diploma.
- Minimum 5 -10 years relevant work experience within the specific field of residential renovation and homebuilding construction and estimating.
- Ontario drivers licence, reliable vehicle and current insurance
- Proficiency in working with Ontario Building Code and Ontario Health and Safety Regulations.
- Trade-specific experience within construction industry
- Proficient in estimating software (XactRemodel as example)
- **MS Office suite** including Teams, Excel, Word, PowerPoint, Outlook, Smartsheet

**Asset:** Ability to access or work in AutoCAD, ReVIT, AI and Chatgpt Business

#### **Work Environment & Physical Demands**

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- Full-time permanent position (40–44 hours/week)
- Office, and field visits
- Prolonged desk work, computer use, and meetings
- Occasional bending, kneeling, walking on uneven ground, and working at heights
- Ergonomic accommodations available (sit-stand desks, wrist rests, etc.)

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### Compensation & Benefits

- Salary: \$60,000 – \$80,000/year (based on experience and certifications)
- In addition to wage, Co-Pay benefits package, safety boot, mileage and clothing allotment, bereavement days, educational assistance programs, team committees and events, engaging work environment, working with awesome people.

### Performance Dimensions:

- Strategic Thinking/Vision
- Analysis
- Building Trust
- Customer Orientation
- Decision Making
- Developing others
- Initiative
- Listening & responding
- Organizing work/Project Management
- Working with others

### Required safety equipment:

CSA approved green tag steel toe work boots, hard hat

### Physical Demands:

- Prolonged sitting at a desk, computer use, and attending meetings
- Typing and Fine Motor Skills are required for keyboard typing and using a mouse
- Communication, both in person and over the phone, is key for Speech & Hearing
- Some Walking & Standing – limited movement around the office
- Repetitive Tasks including typing, monitor eye strain
- Noise Levels – levels can vary in an office environment

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- Low Postures – bending, stooping, or kneeling
- Sit–stand desks, ergonomic desk chairs, keyboard wrist rests, monitor screen arms, all in place to encourage reasonable accommodations are available