



Westhills Aggregates LLP
 999 Westhills Drive,
 Penticton, British Columbia, V2A 0E8
 Phone: 250-492-2225

EMPLOYMENT OPPORTUNITY

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|-----------------------|--|----------------------|---|
| Position Title | Project Manager/Estimator | Hours of Work | 40+ Hours per Week |
| Department | Westhills Aggregates – Civil | Reports To | Civil Manager |
| Status | Full-Time/Permanent | Wage | \$85,000 - \$135,000 annual salary (Based on Education & Experience) |
| Location | 999 Westhills Drive, Penticton, BC, V2A 0E8 | Deadline | Open until filled |

Established in 1992, Westhills Aggregates specializes in the production and processing of sand and gravel, with an emphasis on crushing and screening of construction aggregates. In addition to the trucking and delivery of aggregates, Westhills Aggregates also conducts civil and earthworks construction, including road maintenance, site preparation, excavation, snow plowing/removal, and underground utilities.

Westhills Civil is seeking a dual-function leader to support our continued growth across municipal infrastructure, First Nations development, and commercial site works.

Job Summary:

Reporting to the Westhills Civil Manager, the Project Manager/Estimator is a dual-function leadership role responsible for the full lifecycle of civil infrastructure projects. This position requires a strategic professional capable of delivering accurate, competitive cost estimates during the pre-construction phase and executing those projects with operational excellence. The successful candidate will ensure all projects are completed in accordance with British Columbia's rigorous safety, environmental and municipal standards while maintaining strict budgetary and schedule control.

Key Responsibilities:

- Perform comprehensive quantity take-offs and cost analysis for civil tenders, including earthworks, utilities, and roadworks.
- Lead the submission of formal tender packages (MMCD/MoTi), reviewing drawings and specifications to identify risks or value engineering opportunities.
- Source and evaluate subcontractor and vendor pricing (e.g. paving, hydro-vac, specialized materials).
- Manage projects from award to completion, serving as the primary liaison between clients, consulting engineers, and field crews.
- Build and maintain Critical Path Method (CPM) schedules to coordinate equipment, deliveries, and municipal inspections.
- Work daily with Site Superintendents to ensure production rates align with original estimates.
- Secure municipal permits and ensure adherence to Environmental Protection Plans (EPP) and safety regulations.
- Perform weekly "Estimate vs Actual" (EVA) analysis to monitor labor and material productivity.
- Document and negotiate change orders for unexpected site conditions or scope changes.
- Prepare monthly invoices based on "percent complete" and manage final "As-Built" documentation to release holdbacks.
- Mentor and train junior Project Coordinators and Estimators, sharing knowledge and best practices to enhance team capabilities.
- Other duties as required.



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Qualifications and Requirements:

Minimum Academic/Educational Requirements

- A Degree in Civil Engineering or a Diploma in Civil Engineering Technology from a recognized post-secondary institution.
- Proficiency in Master Municipal Construction Documents (MMCD) and a firm understanding of BC environmental and soil management protocols.
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Other Certification, Licenses, Designations and/or Training

- Valid Class 5 Driver's License

Specific Job Skills and Levels

- Advanced proficiency in estimating platforms and project management scheduling tools.
- Skilled in navigating CCDC and municipal (MMCD) contracts, with a focus on risk mitigation, dispute resolution, and scope protection.
- High-level competence in reading complex civil and structural drawings to proactively identify constructability issues and utility conflicts.
- Deep understanding of civil infrastructure, earthworks, and underground utility construction.
- Ability to interpret complex data sets and translate field instructions into efficient, profitable actions.
- Highly organized with a disciplined approach to maintaining detailed project records, technical reports, and cost-to-complete forecasts.
- Exceptional verbal and written communication skills tailored to technical reporting, subcontractor negotiations, and stakeholder collaboration.
- A positive, high-character professional with a strong work ethic and the ability to mentor junior staff.
- A proven ability to take high-level strategic instructions and implement them on-site with minimal supervision.

Minimum Level of Experience

- Minimum 5 years' experience in civil construction project management and estimating.

Working Conditions

- A dual-office and field-based role requires regular travel to various project sites.
- Must be comfortable working in diverse weather conditions and active construction environments with exposure to typical trade hazards.
- Ability to lift up to 50lbs and navigate rugged terrain, Adherence to all PPE requirements.
- Generally follows standard business hours, with a requirement for extended hours to meet critical tender deadlines or project milestones.
- Frequent high-level collaboration with consulting engineers, construction managers, and field crews.



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Westhills Aggregates offers a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume to the attention of: Human Resources, Email: Jonah@westhillsaggregates.ca.**

The posting will be open until filled.

*Westhills Aggregates provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons who are members of the Penticton Indian Band, to persons who are of the Okanagan Nation, to persons who are of Indigenous heritage, First Nation or Metis'. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***