



**JOB POSTING**  
No. MCSTC E-26-038EXT  
**POSTED:** June 1, 2026  
**DEADLINE:** 4:30 p.m., June 30, 2026

## **Estimator, Construction – Window Shop**

**\$52.63 per hour**

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*The Toronto District School Board invites applications for the following position.*

*The work will be scheduled by the Maintenance Team Leader and will normally be performed on the day shift; however, shifts may occasionally change for operational requirements. The regular weekly hours of work are 37.5 hours. This Unionized position is governed under the Collective Agreement between the TDSB and Maintenance & Construction Skilled Trades Council.*

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**Vacancy/Region:**

- 1 Vacancy – Construction PJ2

**Effective:**

Immediate

**Qualifications:**

- **Applicants must hold relevant Certificate of Qualification (C of Q) in a Trade.**
- Relevant experience in a construction practice or engineering discipline.
- Experience in computer-assisted estimating, planning, and project management.
- Knowledge of current building and safety codes, including NAFS-22 and relevant AAMA/ASTM standards.
- Experience reading and interpreting architectural and engineering drawings.
- Knowledge of TDSB's organization, practices, procedures, and budgets.
- Must possess a legally valid, non-probationary driver's license and maintain a driving record for which the TDSB insurance provider will extend coverage at all times.

**Assets:**

- Experience in construction cost and budget analysis.
- Experience in assessment and estimating of window and entrance replacement projects.
- Experience in window manufacturing and fenestration testing processes.
- Experience with curtain wall systems.
- Knowledge of contract documentation assembly.
- Computer skills and command of operating spreadsheets, word processing and report writing.

**Duties/Requirements:**

- Support the In-House Maintenance Project Manager to establish scope, budget, and schedules for major projects, and to develop program project lists and budgets.
- Verify and provide final cost projections/estimates for all renewal, capital improvements, and major maintenance projects to ensure all projects fall within the approved budget.
- Collaborate with architects, engineers, and other consultants to review project designs.
- Review all documentation prepared by in-house staff and/or consultants for renewal and major maintenance projects to ensure design documentation falls within the approved budget.
- Work with Purchasing to obtain cost estimates for non-stock items.

- Initiate networks for Project Supervisors.
- Once estimates confirm that the project meets the approved budget, this tradesperson arranges for documentation for construction to be provided to Project Supervisor to initiate trades assembly.
- Verify and track project costs to ensure project expenditures remain within approved budget through the monitoring of invoices, journaling of funds, and cost reports.
- Demonstrated knowledge of the Board's safety procedures and the Occupational Health and Safety regulations.
- Knowledge and use of computer programs; willingness to be trained.
- Ability to be a self-starter, with the ability to work with minimal supervision.
- Other duties as assigned.

**Notes:**

1. *It is the applicant's responsibility to ensure their application is received prior to 4:30 pm on the closing date; **June 30, 2026***
2. *A separate application/resume must be submitted for each job posting;*
3. *Applicants will not be acknowledged in writing. Applicants selected for an interview will be contacted by telephone.*

**Applications:**

- Are to be submitted no later than **4:30 p.m. on June 30, 2026**
- Received after the deadline will be considered late
- Should be submitted using only ONE of the following methods:
  1. Email to [ESUnitsDandE@tdsb.on.ca](mailto:ESUnitsDandE@tdsb.on.ca) in MS Word or PDF format only
  2. Fax to (416) 393-8878

Information regarding accessibility to TDSB locations is available at:  
<http://www.tdsb.on.ca/AboutUs/Accessibility/Employment.aspx>

The Toronto District School Board adheres to equitable hiring and promotion practices. We strive to provide accommodation needs consistent with the *Ontario Human Rights Code*. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

Only applicants selected for an interview will be contacted.  
 Applications will not be acknowledged in writing.