

CAREERS

Senior Project Manager

The Project Manager (PM) is responsible for all aspects of the project lifecycle, including initiation, planning, execution, and close-out. He/she also assists with the estimating process and the tender “win-strategy” preparations. The PM develops and maintains strong, lasting client relationships and acts as a client’s single point of contact throughout the life of a project and post-project completion. The PM must provide exceptional service, cultivate repeat business, and work with internal and external partners to ensure project construction is executed in a timely and cost-effective manner while maintaining design integrity and quality excellence.

Qualifications

- Solid understanding of all construction means and methods and their relationship to the project’s schedule, quality, and budget
- In-depth understanding of financial reports, including budgetary guidelines, project expenditures, and risk management
- Knowledge of local, provincial, and federal workplace compliance regulations, legislation, and building codes
- Experienced with the assembly of bid documents, front end specifications, scope documents, and tenders for the estimating and budgeting process
- Demonstrated success in all aspects of project delivery including initiation, planning, execution, and closeout
- Able to successfully facilitate meetings, feedback sessions, and briefings to influence and create consensus among multiple stakeholders
- Able to respond to business development opportunities with support from the Business Development team, and build and maintain lasting relationships with internal and external partners, clients, and other stakeholders (familiar with the “Doer/Seller” model)
- Strong management, delegation, planning, mentoring, and leadership skills
- Commitment to working in a team environment, with established team-building abilities
- Strong oral and written communication, leadership, integration, problem-solving, and interpersonal skills
- Results-oriented individual with the ability to interpret and effectively manage multiple and competing priorities and timelines

- Thorough understanding of contracts and experience in managing sub-trades under the specified terms
- Strong knowledge of contract law and the ability to apply and mentor on a daily basis.
- Demonstrated ability to exercise necessary cost control measures
- Strong MS Office skills including MS Project and experience with ERP systems
- Valid driver's license

Education & Experience

- Minimum seven (7) years' experience as a Project Manager in the commercial/institutional construction industry, with the ability to successfully deliver multiple simultaneous projects of varying scope and size
- Construction Engineering Technology Diploma, Engineering degree, Certified Engineering Technologist (CET) designation, PMP designation, or related educational equivalent
- Gold Seal Construction certification and/or LEED certification is an asset

Functional Responsibilities

- Act as the client's first point of contact throughout the project; regularly report on project status by means of schedule updates, meeting minutes, financial records, forecasts, and other reports
- Provide a client experience that exceeds all expectations contractually and technically, and ensure any issues are resolved quickly and successfully
- Conduct cost-benefit analyses, risk analyses, and ROI calculations to determine project feasibility
- Monitor and assist the estimating team in the bid process and close-out of tenders, and lead the team in gaining approvals from clients on negotiated or Construction Management work
- Establish a project plan for each approved project, defining the project goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, cost codes, milestones, and deliverables
- Plan, develop, manage, and monitor project schedule(s), quality, and cost
- Ensure adherence to all company, client, and project policies, procedures, standards, etc.
- Receive, review, negotiate, and prepare contracts with trades
- Provide oversight and leadership on projects including progress certificates, payments, and other contract or project-related items
- Coordinate and direct the buy-out of trade contracts, including a scope of work review
- Verify the accuracy of change orders and ensure change orders are signed by client
- Primary liaison with site superintendents and sub-trades
- Coordinate site superintendents and project workforce needs with General Superintendent
- Observe that safe work practices are being followed during site visits

- Provide regular updates to senior management related to project risk, schedule, and budget
- Lead and mentor direct reports including project coordinators and junior PMs
- Maintain existing and develop new client partnerships
- Chair project and site meetings that guarantee effective communication and solutions with multiple stakeholders
- Control project-related documents to ensure all work is delivered in accordance with contract documents and the Quality Management System
- Conduct stakeholder meetings and forums to solicit feedback, input, and expectations; incorporate these into project plans
- Oversee total construction effort to ensure project is constructed in accordance with design, budget, and schedule
- Manage project close-out and conduct project post-mortems in order to identify areas for improvement; make recommendations based on findings
- Manage the project planning phase from letter of intent to mobilization to site. Lead the project team and internal partners through this phase to ensure the project's successful execution

Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Driving of a company vehicle
- Visits to construction sites (hazards associated with the construction industry)