

CAREERS

Project Manager

The Project Manager (PM) is responsible for all aspects of the project lifecycle, including initiation, planning, execution, monitoring/control, and close-out. They also assist with the estimating process and “win strategy” tender preparations. The PM provides exceptional service and cultivates repeat business by developing and maintaining strong, lasting client relationships. They act as a client’s single point of contact throughout the life of a project and post project completion. The PM manages multiple complex construction projects.

QUALIFICATIONS

- Able to read construction drawings, schematics, field drawings, and plans
- Experienced with the assembly of bid documents, front end specifications, scope documents, and tenders for the estimating and budgeting process
- Thorough understanding of contracts and experience in managing subtrades under the specified terms
- Strong knowledge of contract law and the ability to apply and mentor on a daily basis
- A solid understanding of all construction means and methods and their relationship to the project’s schedule, quality, and budget
- Knowledge of local, provincial, and federal workplace compliance regulations, ordinances and legislation, and building codes
- Knowledge of occupational health and safety management, applicable federal, provincial, and municipal regulations/legislation, and building codes
- In-depth understanding of financial reports including budgetary guidelines and project expenditures as well as risk management
- Demonstrated ability to exercise necessary cost control measures
- Strong oral and written communication, leadership, integration, problem-solving, and interpersonal skills
- Able to successfully facilitate meetings, feedback sessions, and briefings in order to influence and create consensus among multiple stakeholders
- Commitment to working in a team environment, with established team-building abilities
- Results-oriented individual with the ability to interpret and effectively manage multiple and competing priorities and timelines
- Strong management, delegation, planning, mentoring, and leadership skills
- Demonstrated success in all aspects of project delivery including initiation, planning, execution, monitoring/control, and closeout

- 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)
- Flexible in order to adjust to shifting priorities and deadlines
- Strong Microsoft Office skills including MS Project and experience with ERP systems

EDUCATION & EXPERIENCE

- Minimum seven (7) years’ experience as a Project Manager in the commercial/institutional construction industry
- Construction Engineering Technology diploma, Engineering degree, or technical diploma in a construction-related discipline
- P. Eng., C.E.T. designation through ASET, PMP designation, and Gold Seal Constructor credentials are desirable
- Certification in a Green Building discipline is an asset
- Able to obtain security clearance if required for the project
- Valid driver’s license

FUNCTIONAL RESPONSIBILITIES

- 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
- Manage contracts for Construction Management, Design/Build, Hard Tender, and Integrated Project Delivery
- Ensure all bonding, insurance, and permitting is in place
- Establish a project plan for each approved project, defining the goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, cost codes, milestones, and deliverables
- Coordinate site Superintendents and project workforce needs with the Project Director
- Receive, review, negotiate, and prepare contracts with trades
- Coordinate and direct the buy-out of trade contracts, including scope of work review
- 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 exceptional execution
- Lead and mentor direct reports including Project Coordinators and Junior PMs
- Provide a client experience that exceeds all expectations, and ensure any issues are resolved quickly and successfully
- Develop meaningful relationships with all project partners and foster a collaborative and team-oriented environment
- Conduct stakeholder meetings and forums to solicit feedback, input, and expectations; incorporate these into project plans

- Chair project and site meetings that guarantee effective communication and solutions with multiple stakeholders
- Act as primary liaison with site Superintendents and subtrades
- Oversee total construction effort to ensure project is constructed in accordance with design, budget, and schedule
- Regularly report on project status by means of schedule updates, meeting minutes, financial records, forecasts, and other reports
- Conduct cost-benefit analyses, risk analyses, and ROI calculations to determine project feasibility
- Develop, manage, and monitor project schedule(s), quality, and cost
- Verify the accuracy of change orders and ensure change orders are signed by client
- Ensure all safety rules, regulations, and internal policies are being followed, and observe during site visits that safe work practices are in place and adhered to
- Provide oversight and leadership on projects including progress certificates, payments, and other contract or project-related items
- Control project-related documents to ensure all work is delivered in accordance with contract documents and the Quality Management System
- Provide regular updates to senior management related to project risk, schedule, and budget
- Manage project close-out and conduct project post-mortems in order to identify areas for improvement and make recommendations based on findings
- Ensure adherence to all company, client, and project policies, procedures, standards, etc.
- Maintain and develop new client partnerships

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)