
Project Manager, Design-Build Project

Summary:

The Project Manager is responsible for the profit and loss on a given project. He/she oversees every aspect of the a project cycle from start through to completion, ensuring overall project performance adheres to identified project goals, objectives and standards. He/she must also ensure projects are completed on schedule, on budget and within specifications.

Responsibilities:

- Ensures superintendent maintains project health, safety and environmental standards and ensures that they adhere to legislated requirements and TESC and client policies and procedures.
- Ensures all aspects of the project cycle adhere to TESC and client policies, procedures performance objectives and performance standards.
- Review and approve engineering designs and vendor drawing to ensure conformity with project specifications, TESC and client policies, procedures and practices, and sound engineering, operating and business principles and practices.
- Develop, recommend and implement a detailed project plan, including cost, schedule and budget, and track continuously throughout the project.
- Liaise with, and maintain good working relationships with customers.
- Coordinate Turnover meeting from estimating to operations.
- Prepare all start-up documentation.
- Coordinate and minute an internal Kick-Off meeting.
- Request and review "IFC" drawings.
- Prepare comprehensive Labour Plan and address all overtime/production issues.
- Manage subcontractors in regards to work execution and commercial matters.
- Approve and track all material/equipment purchases.
- Amend P.O.'s as required.
- Change Order Management c/w accurate tracking of contract value.
- Prepare Billing Schedule.
- Prepare Monthly Billing as per schedule.
- Ensure that T&M sheets as correct, submitted, signed off and returned.
- Prepare and submit budgets for extra work as required.
- Approve and log daily labour against established labour codes.
- Prepare a monthly project report.
- Monitor all Cost Controls.
- Prepare closing documentation and As-Built packages for owners.
- Ensures quality control is maintained.
- Liaise with TESC and client operations and project supervisors throughout project.
- Provides overall administrative and technical direction for a project.

Job specifications:

- Min. 10 years' experience managing large construction projects, design-build experience preferred.
- Must have experience working within a self-performing multi-trade unionized environment.
- University degree or College diploma or construction related training.
- Ability to work well under pressure and meet project deadlines.
- Financial acumen/ability to comprehend budget structures.
- Demonstrated ability to exercise necessary cost control measures.
- Strong management, delegation, planning, leadership and problem solving skills.
- Demonstrated ability working within a team environment, as well as the ability to work well independently and unsupervised.
- Attention to detail.
- Ability to read and understand construction drawings.
- Excellent time management skills.
- Result-orientated, with the ability to interpret and effectively manage multiple and competing priorities and timelines.
- Strong computer skills.
- Valid driver's license.
- Ability to travel as required.

Location: Sudbury, Ontario

Term: approx. 2 years (inclusive of planning and execution)