
Project Manager

Summary:

Reporting to the Division Manager, the Project Manager oversees and manages every aspect of a project cycle, at every stage from start to completion. This position is responsible for ensuring overall project performance adheres to identified project goals, objectives, and standards and that they are completed safely, on schedule, on budget and within specifications.

Responsibilities & Duties:

I. Planning/Reporting

- Maintain continuous lines of communication, keeping the Division Manager informed of all critical issues.
- Manages in collaboration with the site supervisors all aspects of the job site including planning, organization and direction of construction activities.
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Reports regularly on project progress to his/her immediate manager throughout the life cycle of the project.
- Regular reporting on project SPI (Schedule Performance Index) and CPI (Cost Performance Index) to meet project performance requirements.
- Familiarity with project scheduling principles and software. Responsibilities include preparing and updating project schedules.

II. Cost Control

- Prepare and update all productivity and cost control documents necessary to meet project reporting requirements.
- Address all overtime/production issues in a timely and effective manner.
- Identify out-of-scope items and invalid project costs, and to budget extras as projects accelerate.
- Monitors design changes and contract extras; identifying required and optional changes in project scope and negotiate change orders as required.

III. Contract Management

- Reviews, negotiates, prepares and administers prime contracts, subcontract agreements, and purchase orders. Ensures each job has an appropriate contractual agreement.
- Ensure all owner and contractor insurance and bonding are in place.
- Reviews and approves engineering designs and vendor drawings to ensure conformity with project specifications, TESC and client policies, procedures and practices, and sound engineering, operating and business principles and practices.
- Ensure adherence and compliance with local, provincial, and federal laws, statutes and regulations.

IV. Health & Safety

- Maintains project health, safety and environmental standards and ensures that they adhere to legislated requirements and TESC and client policies and procedures.
- Lead and promote a culture of safety at work, going beyond satisfying the minimum legislated requirements.

V. Quality

- Ensures quality control is monitored and maintained across all project activities.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

- Ensures all aspects of the project cycle adhere to TESC and client policies, procedures performance objectives and performance standards.
- Identify opportunities for improvement and making constructive suggestions for change.

VI. Leadership

- Provides overall administrative and technical direction for an assigned project in terms of meeting cost, schedule, quality, safety and contract performance.
- Selects key personnel and sub-contractors for projects and ensures they understand and adhere to TESC and client policies and procedures.
- Lead project teams to success; evaluating performance of direct reports, providing performance feedback and mentoring throughout the project life cycle.
- Identifies, addresses and resolves issues, problems or disputes at their source.
- Liaises with and maintains strong working relationships with existing customers and expands customer base where possible.

Job Specifications:

- University degree or College diploma or construction related training.
- Minimum of 5 years of project management experience.
- Must have experience in construction scheduling, planning, and execution.
- Must be able to compile and present financial data with accuracy.
- Demonstrated leadership skills.
- Strong mentoring and coaching skills to a team with diverse levels of expertise.
- Must work well independently and unsupervised.
- Ability to read and understand construction blueprints and drawings.
- Excellent interpersonal skills to develop relationships with clients and staff.
- Good negotiation skills with customer-oriented attitude.
- Excellent organizational skills with ability to work well under pressure to meet project deadlines.
- Must be a results-orientated problem solver.
- Strong computer skills, including MS Excel, Word and Project. Primavera P6 an asset.
- Must be willing to travel and work weekends to accommodate project schedules and client needs.
- Must possess a valid Class - G Ontario Driver's License and clean driving record.