

JOB DESCRIPTION | PROJECT MANAGER

Job summary

This position is responsible for the management of assigned project(s) from inception through to completion. Reporting to the Operations Manager, the Project Manager works closely with the Superintendent through the project life cycle.

Key responsibilities

- Manage project schedule, cost, and quality to ensure the successful execution of assigned project(s)
- Prepare project financial reports for review
- Promote and monitor occupational health and safety culture within the organization
- Manage personal career development, provide mentorship to junior project staff (e.g. Project Coordinators)
- Communicate with clients regularly and monitor client satisfaction; escalate client concerns when unable to resolve directly
- Communicate with key subcontractors as required to ensure performance and manage commercial matters

Key results areas

- Project profitability
- Health & safety record
- Client satisfaction
- Reporting accuracy & timeliness

General duties by function

Business Development

- Promote Farmer brand at all times; be an ambassador for the company in and outside of work
- Where possible, participate in industry events; make and maintain external client and subcontractor networks
- Assist the estimating team in the project planning process
- Assist and/or manage proposal preparation, submissions and responses to RFP/RFQ calls

Estimating

- Assist the estimating team with operational support as required in preparation of estimates (schedule, planning, means/methods, etc.)
- Assist in the review of estimates prior to submission of quotations or bids
- Assist in the closing of estimates
- Work with the Estimator in the handover of successful bid packages
- Provide feedback to estimating department through close-out meeting and/or final project financial reports

Health, Safety, & Environment

- Prepare project-specific Health, Safety, and Environmental Plans where required
- Perform regular jobsite safety inspections
- Assist with or lead incident investigations
- Ensure the appropriate review and approval of all temporary works engineering

Project Execution - General

- Liaise with clients and their representatives (e.g. designers, managers) regularly
- Attend project meetings and prepare/issue meeting minutes; chair client meetings
- Manage the coordination of all project deliverables to ensure the timely execution of the project
- Attend/chair project meetings and distribute meeting minutes

Schedule

- Prepare project CPM schedule in collaboration with the project Superintendent and with input from Subcontractors
- Monitor progress on site to meet CPM schedule:
- Update CPM schedule on a regular (min. monthly) basis
- Monitor progress on site on a regular (min. weekly) basis

Engineering

- Monitor construction engineering planning and implementation
- Ensure appropriate professional responsibility is assigned for all engineered elements (design, inspection, etc.)

Quality

- Monitor quality control and/or assurance as work progresses
- Monitor planning for commissioning and project close-out as work progresses

Commercial

- In collaboration with the Estimator, prepare and issue subcontracts and purchase orders
- Review and approve subcontractor progress invoices
- Manage the resolution of commercial issues with clients and subcontractors; seek assistance where needed
- Prepare and seek prompt approval of changes
- Prepare and issue supplier/subcontractor change orders
- Prepare monthly progress billings with assistance from Accounts Receivable, ensure payment certificates are received and filed
- Receive and manage warranty claims

Finance & Administration

- Prepare project financial reports
 - o Bi-weekly labour reporting
 - o Quarterly profit projections
 - o Submittal logs
 - o RFI logs
 - o Change Order logs

- Assist with additional project report preparation as required
- Monitor timeliness of progress payments; assist Accounts Receivable with follow-up

Qualifications

Education & Experience Requirements

- 5+ years of experience in management of construction projects in the ICI or large-scale residential sectors
- PMP and/or Professional Engineering designation accreditation an asset
- Post-secondary education, preferred
- Gold Seal certification, preferred

Technical & Interpersonal Requirements

- Working knowledge of various processes for managing cost, schedules and quality on medium- and large-scale construction projects
- Comprehensive understanding of building systems, building science, and commercial construction practices, processes & techniques
- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications
- Attention to detail and ability to balance task detail with project priorities
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Proactive problem-solver and efficient communicator that can manage difficult situations with positive results
- Proficient with Adobe Acrobat, MS Office Suite, Microsoft Project and/or Primavera scheduling software, mandatory
 - o Timberline Estimating is an asset
 - o Advanced Excel knowledge is an asset
 - o Experience with Sage 300, AutoCAD, and Bluebeam Revu is an asset