



POSITION DESCRIPTION

ROLE: PROJECT MANAGER
REPORTS TO: COMPANY PRESIDENT
COMPENSATION: COMMENSURATE WITH EXPERIENCE

PRINCIPAL RESPONSIBILITIES

The Project Manager is responsible for overseeing construction projects from beginning to end, ensuring that projects are completed within time and budgetary constraints. The manager provides leadership and is responsible for hiring and matching talent to the job, sub-trades, project budgets, change orders project schedules, BC Building Code compliance, ensure the health and safety of workers under the Project Manager's supervision, in accordance with applicable WorkSafe BC Regulations, obtaining all permits and interfacing with construction professionals and the client.

KEY RESULTS AREAS

MANAGERIAL ABILITY – has the ability to:

- Work with the client from the start of each project to ensure understanding of the project scope and vision
- Oversee each project, including details like permit submission, design evaluation, preparing budget estimates and revisions, processing change orders, coding and approving invoices
- Create the schedule for each project and match the right talent to the job
- Collaborate with the architect and crew to ensure project feasibility and success
- Conduct on-site meetings with architect, client and construction crew
- Negotiate and prepare contracts with sub-trades and suppliers
- Prepare detailed reports and ensure Foreman's daily reports are maintained
- Review, code and approve time sheets
- Recommend hiring, promotions and take corrective action

KNOWLEDGE, SKILLS AND APTITUDE

KNOWLEDGE – knows and understands:

- Residential construction business
- Budget management, schedules and importance of project documentation
- Construction methods, materials, processes, tools and equipment
- BC Building Code and local building bylaws and processes
- Scope of work done by other construction trades
- Risk management procedures

Company safety programs, policy and procedures
Company employee relations policies, procedures and programs
Applicable WorkSafe BC responsibilities
Company administrative tools and systems

SKILLS – has the ability to:

Read blueprints, structural drawings and plan sets
Work under tight deadlines in a sometimes demanding environment
Lead crews in a productive manner
Lead pre-construction and other meetings
Communicate effectively, with good comprehension
Build great teams
Assess and match talent with the job
Apply problem solving and conflict resolution skills
Form and implement crew plans and production schedules
Organize and delegate work
Handle the administrative duties of position, including completion of required documents
Use computers and other technology effectively
Use time management and goal setting effectively

APTITUDE – has the ability to:

Accept new challenges and learn
Apply good work ethics and act with integrity
Adjust to change
Lead by example and set the appropriate tone
Motivate and mentor crew members

QUALIFICATIONS

Bachelor's Degree in Construction Management, Building or Architectural Science;
or advanced education in a construction related field, such as Building Construction
Technology, Construction Operations or Architectural and Building Technology
Project Management Certificate
7+ years' experience managing or supervising residential construction