

CAREER OPPORTUNITY

Project Manager II

JOB SUMMARY

The Project Manager is responsible and accountable for the successful delivery of assigned projects within budget, on schedule, in accordance with the approved plans and specifications and applicable government codes, all within established project methodologies.

RESPONSIBILITIES

Manage Repair, Capital, and Operations & Maintenance projects through all states of the project life cycle from initiation through to project close out.

Develop project work plans and schedules, discuss project priorities with client, plan assigned program.

Prepare cost estimates and budgets.

Forecast monthly revenue monthly financial reporting and client invoicing.

Direct and coordinate technical employees or consultants in the preparation of studies, designs, plans, specifications, and cost estimates.

Develop the project schedule and other project methodology are adhered to throughout the project life cycle.

Ensure that all project components and activities meet local, provincial and or federal codes and regulations.

Actively manage projects on a day-to-day basis to ensure that project outputs are being delivered on schedule, to budget, and to the required quality.

Initiate the request for proposals, tenders and other competitive selection procedures, and oversee the tendering process as required.

Approve trade supplier and contractor invoices in accordance with project specifications, field change orders, etc.

Ensure ongoing quality and workmanship of trades, suppliers, and contractors.

Identify and manage all project issues and risks and, where appropriate, elevate the issues for resolution or action.

Proactively liaise with and report progress to customers to ensure that they are informed of project progress, and ensure that their opinions or requirements are taken into consideration as the project progresses.

Maintain a healthy and safe workplace, and ensure compliance with all applicable codes and legislation, including occupational health and safety, WHMIS, and hazardous substances programs.

Establish and maintain positive and effective working relations with all members of the project delivery team and operations team.

Reconcile project performance against plan of project completion, and conduct customer satisfaction assessments.

Close down the project ensuring that a complete handover to the clients and support team is done and that all relevant project documentation is present and accurate for the project file.

SKILLS, KNOWLEDGE AND QUALIFICATIONS

Post secondary certification in Engineering, Architecture, or Project Management with (5) years of related experience.

Technology Diploma in Engineering, Architecture, or Project Management with five (5) years experience.

Technical knowledge of construction methods, buildings systems, and terminology.

Ability to read and understand construction drawings, blue prints, and specifications.

Knowledge of laws governing construction contracts and contracting.

Excellent client service/management, interpersonal, problem-solving, verbal and written communication skills.

Self-motivated, proactive and ability to multi-task.