



---

Position / Title	Project Manager
Reporting to	General Manager
Last updated	January 2019

---

## Focus

The Project Manager oversees all phases of construction from receiving and sorting subtrade quotes to organizing and managing subcontractors, materials, inspections and all administrative aspects needed to successfully complete a project. Overseeing the Project Coordinator and Site Supervisor, the Project Manager will ensure that work is performed correctly, cost effectively, smoothly and in line with all safety and quality standards.

## Overall outcomes

Creating a collaborative environment within the project team as well as with the owners, consultants and subcontractors involved in the project. Leading through example by being hard-working, goal-oriented, a team player and exemplifying TWB values.

## Responsibilities

- Review and confirm subcontractor quotes and scopes.
- Secure subcontractor prices by processing contracts and purchase orders in a timely manner.
- Review drawings for accuracy and constructability and create project schedule.
- Meet with consultants and owners to review and answer any questions regarding the scope of work.
- Run pull plan meetings and assist in weekly work plans.
- Get Building and Occupancy permits for project and any other certificates, inspections and/or reports needed.
- Open and maintain project binders.
- Set project goals and milestones and communicate them to the rest of the project team.
- Collect shop drawings from subcontractors and distribute to appropriate parties for review.
- Manage schedule on an ongoing basis to ensure project is completed within the set timeframe.
- Order materials, issue subtrade contracts and hire any services necessary to start and complete the project within schedule.



- Manage project accounting master sheet and project log.
- Keep a detail record of all communication and correspondence involved in the project.
- Attend site visits to verify scope of work, assess quality and safety and review project's progress.
- Process subtrade and owner change orders efficiently and quote changes beyond original scope of work for approval.
- Facilitate weekly site-team and client meetings to ensure expectations, schedule and all relevant changes are communicated effectively and issues are resolved or escalated in a timely manner.
- Assist Site Supervisor in ensuring all required materials and equipment are delivered/available on site to eliminate wait times and minimize down time.
- Ensure all safety concerns and incidents are immediately taken care of.
- Gather daily and weekly reports from Site Supervisor and review for compliance.
- Gather progress pictures from Site Supervisor and Project Coordinator.
- Maintain an up-to-date set of drawings and finalize as-builts.
- Oversee and initiate final inspections, deficiencies and warranties as appropriate.
- Perform final walkthrough with owner and mark down any deficiencies.
- Ensure O&M is complete and send it to respective parties once project is completed.
- Assist as necessary to resolve issues arising from work procedures, complaints, misunderstandings, etc.
- Initiate and carry out regular one-on-ones with each individual within the project team.
- Delegate tasks to team members based on their abilities to ensure project gets successfully completed.
- Provide weekly updates to General Manager.

## Requirements

### QUALIFICATIONS

- Degree or diploma in Project/Construction Management, Architectural Sciences or a related field of study considered an asset.
- 5+ Years of work experience as a Project Manager preferred.
- Previous experience in and excellent knowledge of the construction industry, construction methods and building codes is required.
- Gold Seal designation considered an asset.
- LEAN designation considered an asset.
- Valid Driver's License.



## SKILLS

- Competency in Microsoft applications including Word, Excel, Outlook, OneNote and Project.
- Proven experience with risk management and quality assurance control.
- Ability to read drawings.
- Excellent organizational, time-management and problem-solving skills.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Familiarity with all construction safety guidelines.
- Familiarity with Bluebeam considered an asset.

## PERSONAL ATTRIBUTES

- Carries out tasks with integrity, enthusiasm, responsibility and a sense of urgency.
- A visionary that can lead others in the right direction and empower them.
- Able to handle stress and make good decisions under pressure.
- Good at negotiating and connecting with people at all levels.
- Does not shy away from change, ready to initiate it and lead others through it.
- Able to prioritize and delegate tasks.
- Ready to take on more and step in when necessary.
- Able to focus on the big picture without overlooking details.