



Job Description

Job Title SENIOR PROJECT MANAGER
Reports to: Vice President Ontario
Job Summary
The Senior Project Manager is providing leadership to a team of project managers, engineers, project coordinators and site superintendents in the successful planning and implementation of medium to large civil construction projects. The Senior Project Manager is accountable for delivering projects on time and budget, while maximizing financial returns to the organizations. With a focus on safety, the project manager is providing leadership in the development of project execution plans, project scheduling activities, develop and monitor project budgets and expenditures, and maintain positive relationships with project clients.
Responsibilities
<p>Management – 50%</p> <ul style="list-style-type: none"> • Ensure all projects meet anticipated schedules, stay within budget, meets client expectations and are executed at highest level of quality • Prepare contracts and negotiate revisions, changes and additions to contractual agreements • Prepare and manage project budget/itemized costs, construction schedules and milestones, and monitor project progress • Tender, review, approve and award all sub-trades in conjunction with Estimator. Coordinate sub-trades work activities. Plan, organize, direct, control and evaluate daily operations with Site Superintendents, ensuring quality control • Develop quantity and material take offs for estimation and budget preparations • Direct the purchase of building materials and equipment • Monitor site safety and ensure compliance to OH&S Act and COR standards • Review and approve all supplier and subcontractor invoices and weekly time sheets for field workers • Manage and execute the Contemplated Change Order (CCO), Change Order (CO) and Change Directive (CD) are processed in a timely manner, responding to the timeframes requested by the Client and contract specifications. In all cases, follow-up until an approved CO is received within the timelines of contract specifications <p>Technical – 25%</p> <ul style="list-style-type: none"> • Provide direction for construction methodologies and direct designers in the completion of detailed designs and construction drawing preparation • Prepare technical specifications for construction services, utilities and works • Analyse and provides feedback on reports, design and analysis completed by third parties including engineering firms, architects and technical consultants • Prepare and lead execution of project environmental management plan including all waste management, contaminant management, water and soil protection, and mitigation for impacts to wildlife and species at risk • Oversee all civil quality control and quality assurance programs including materials testing programs (aggregate and concrete), and quality assurance programs (site survey benchmarks, reinforcing steel inspections, installation tolerances, etc.)

<p>Communication – 25%</p> <ul style="list-style-type: none"> • Represent the company in direct communication with clients, project stakeholders, regulatory bodies, partners and the general public • Maintain effective communication with senior management and the project team, ensuring relevant project updates are communicated effectively • Prepare various documents such as technical documents, meeting minutes, project progress status and change order summaries • Develop and maintain effective working relationships with Client, Consultants, Architects, Designers, Provincial/Municipal Inspectors, Site Superintendents and Sub-Trades • Ensure Site Superintendents are up to date in regards to on site project documentation including but not limited to legislative requirements
<p>Qualifications required</p>
<p>Education/ certifications</p> <ul style="list-style-type: none"> • BSc/BA in engineering, or civil construction or equivalent relevant project experience • PMP certification with PMI
<p>Experience and Technical Knowledge</p> <ul style="list-style-type: none"> • 15+ year experience as construction project manager with specific experience in managing large civil construction projects in excess of \$25 million • In-depth understanding of construction procedures and material and project management principles • Knowledge and understanding of federal and provincial Health and Safety Regulations • Ability to read blueprints, structural drawings and plan sets • Advanced understanding of risk management and mitigation • Extensive experience in managing budget for large construction projects
<p>Core Competencies</p> <ul style="list-style-type: none"> • An out-going team player • Exceptional communication skills, oral and written • Accountability
<p>Job Related Competencies</p> <ul style="list-style-type: none"> • Superior analytical and problem solving skills • Advanced persuasive communication • Strategic thinking and decision making • Advanced leadership and coaching skills • Stress management • Managing performance • Personal credibility • Workplace health and safety awareness
<p>Computer Skills</p> <ul style="list-style-type: none"> • Excellent knowledge of MS Office including MS Project • Familiarity with construction/ project management software including AutoCAD, ArcGIS, Bluebeam and HECRAS
<p>Health and Safety Trainings (Provided by CDB)</p> <ul style="list-style-type: none"> • Workplace Violence and Harassment for Management • Basics of Supervision • Supervisor Health and Safety Awareness in 5 steps • First Aid (Optional) • Incident Investigation (Optional)

- | |
|---|
| <ul style="list-style-type: none">• WHMIS• Workplace Inspections• Other Project Based |
| Work Conditions |
| Travel to sites may be required |

In business since 1861, Demathieu Bard is committed to preserving our close-working relationships while respecting each individual equally. We maintain open communication based on a culture of trust and transparency. Our operational approach is designed to promote employees' initiative, innovation, self-reliance and accountability. There are endless possibilities for our people, and definitely room for mutual growth.

To get started, please send us your resume to apply: cv@cdbtechno.com

To view all of our job offers: <http://www.cdbtechno.com/cdb2016/careers.php>