



More than just space.

## **Construction Project Manager**

As a member of the KRP team the Construction Project Manager will report to the Vice President of Construction and will be responsible for the management of multiple concurrent construction projects while nurturing and maintaining collaborative working relationships within KRP as well as with our external partners. With the support of the Project Coordinator and Site Supervisor, maintain accurate and current documentation with respect to ongoing construction projects throughout the KRP Properties portfolio. This role will oversee the management and guidance of the design and construction teams (in collaboration with the Site Supervisor) including internal and external resources from initial concept design to final handover of completed facilities to the Property Management team. Carry out responsibilities in accordance with KRP's values, policies, and project management best practices.

### **General Responsibilities:**

- Manage the administration of multiple projects in various KRP Properties buildings, from project identification through design, planning, client approval, permit issuance, construction turnover and closeout;
- Communicate and coordinate between stakeholders, manage change, resolve issues, and deliver projects on time and on budget with emphasis on quality and safe work practices;
- Contribute to the development of project scope, requirement documents, statements of work, participating in client discussions, analysis of functional and operational requirements of the client;
- Assist Tenant/Client with contract negotiation and analyze the change management process;
- Manage and hold accountable project resources, managers, internal stakeholders, vendors and contractors on their deliverables;
- Implement the development of budgets, schedules and reporting frameworks;
- Coordinate with Finance team to prepare financial reports and issue cash flow projections;
- In conjunction with the Site Supervisor, approve invoices specific to the projects;
- Provide input on interpretation of contract, plans and specifications while ensuring that consultants or contractors fulfill their responsibilities;
- Participate in weekly internal project progress meetings and progress tracking;
- Chair all Project Administration Meetings;
- Ensure that "as built" drawings are prepared on an ongoing basis by all trades during the construction period;
- Delegate tasks to project coordinators and work with site superintendents, and monitor progress to completion;
- Motivate and build a culture of flexible productivity and innovative solutions;
- Proactively identify and track project risks, develop mitigation plans to manage risks, minimize exposure of the organization to risks and non-compliance to policies and regulations;
- Effectively collaborate interdepartmentally to provide KRP clients with the highest level of customer service possible;
- Report any challenges or issues to the Vice President of Construction in a timely manner;
- Maintain safe and healthy work environment by researching, establishing, following and enforcing the KRP Safety Policy program and procedures aligned with best practices;
- Complete any other duties as requested or required from time to time;
- Continuously strive to live by the KRP Values and Mission while promoting our Brand.

### Qualifications & Attributes:

- Post-secondary degree or diploma in project management, engineering, architectural or related disciplines from a recognized university, college or institute;
- Ideally a minimum of 5 to 10 years of related working experience;
- Project management certifications – Project Management Professional (PMP) or Gold Seal designations are an asset;
- Knowledgeable and experienced in areas of engineering, architecture, construction management, construction practices, building codes and other components of construction projects;
- Competent in the management of multiple priorities and work with minimal supervision in a rapidly changing environment while maintaining strong attention to detail and achieving deadlines;
- Understanding of the project life cycle, with the ability to driving the organization to use the data to drive risk identification, quantification, response, and control with respect to the master schedule;
- Strong planning, organizing and communication skills and demonstrated ability to work collaboratively in a team environment;
- Well-developed communication skills: listening, verbal, written, and graphic;
- Advanced negotiation and decision-making skills;
- Demonstrated flexibility and ability to work in a fast-paced environment;
- Creates and maintains a culture and environment that is open and respectful;
- Strong computer literacy and Proficient in Microsoft Office, Sharepoint and Project;
- Experience with other construction management software is considered an asset;
- Knowledge of the applicable health and safety legislation;
- Evening and weekend availability may be required for problem resolution and after hours projects;
- Valid Class G driver's license;
- A Criminal Record Check will be a requirement of employment.

### How to Apply:

Thank you for your interest in this opportunity. Applicants may apply by email of your resume and cover letter to [careers@krpproperties.com](mailto:careers@krpproperties.com) and Human Resources will be in touch with qualified applicants to coordinate an interview.

*KRP Properties is committed to providing every person the right to equal treatment with respect to employment without discrimination or harassment due to Protected Grounds in alignment with the Human Rights Code of Ontario. KRP Properties is an equal employment employer and invites all candidates to apply and to self-identify the need for accommodation throughout the recruitment process. If you require this job posting in an accessible version please contact Human Resources [careers@krpproperties.com](mailto:careers@krpproperties.com)*

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