



Title: Project Manager

Status: Permanent Full-Time

Pay Type: Salary

The Company

DILFO is proud to be trusted by the Ontario construction community to deliver the best for our client's needs. We design, install, and provide maintenance for HVAC, heating, cooling, refrigeration, and plumbing systems for large-scale projects across different industries. Our team of skilled individuals shares a vision of building with integrity and collaboration to bring quality and innovation to our work every day, and we are honoured to have been recognized by the Ottawa Business Journal as one of Ottawa's Best Places for the third year in a row.

The Team

DILFO fosters a strong team culture and is dedicated to supporting the well-being of our team members and our community. We host regular social events including pub nights, golf day, pizza Fridays, and more. We are extremely invested in our local community, partnering annually with the YMCA for the Cycle for Strong Kids, donating to the Ottawa Food Bank, partnering with Boys and Girls Club Ottawa to create opportunities for young people, and donating to charities our team members support.

We support team member wellness by offering a corporate program through Good Life Fitness, an Employee and Family Assistance Program for eligible team members, and a fixed number of paid Wellness days. Eligible employees also have access to our competitive Health and Dental Benefit plan.

The Role

The Project Manager is responsible for the overall direction, coordination, implementation, execution, control, and completion of specific projects ensuring consistency with company strategy, commitments, and goals. The Project Manager accomplishes project objectives by planning, organizing, leading, and controlling resources to meet established goals and objectives within cost, schedule, and performance requirements.

Keys Tasks

The Project Manager's responsibilities include, but are not limited to the following:

- Receiving purchase order for the project, reviewing bid, specs, and drawings
- Reviewing construction drawings and attending construction meetings to ensure the integrity of the building systems
- Scheduling and attending on-site kick-off meeting with the General Contractor, major trades, and coordinate with VDC and other trades



- Managing day-to-day client interaction; set and manage client expectations
- communicating effectively with client to identify needs and evaluate alternative solutions
- Reviewing contracts and identifying revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers and sub-contractors
- Implement quality control programs; continually identify areas of improvement in the project execution
- Coordinating the day-to-day activities of the project team as well as directing the flow of work to ensure that project objectives are met
- Collaborating with Foremen to ensure team members work safely in compliance with the company's health and safety policies and procedures
- Conducting final project review and documenting lessons learned
- Monitoring compliance with building and safety codes
- Participating in continuous education and professional development

Education and Experience

- Relevant post-secondary education in the construction field such as:
 - construction management,
 - construction science,
 - mechanical engineering, or
 - certified mechanical engineering technologist/applied science technologist.
- 5+ years of experience in a Project Management role with a construction company
- Experience overseeing Plumbing and Heating projects as a Project Manager
- Demonstrated success in managing pre-construction processes for major, complex projects
- Demonstrated experience managing and leading complex teams of sub-trades and suppliers
- Experience in ensuring safe, environmentally responsible, efficient, and effective projects
- Experience in project planning, risk management, and change management
- Experience with design-build projects
- Experience working with dynamic teams with competing priorities and deadlines
- Experience in pharmaceutical and/or healthcare construction projects considered an asset

Knowledge and Technical Skills

- Proficient in project management theory, practice, techniques, and tools
- Knowledge of building and construction materials, methods, and tools
- Knowledge of design techniques, tools and principles
- Knowledge of public safety and security, relevant equipment, policies, procedures and strategies
- Knowledge of business and management principles
- Ability to read and understand blueprints, drawings, and construction contract documents
- Ability to fluently navigate computer programs



- Ability to estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity
- Documenting and recording information, maintaining information files, and processing paperwork
- Fluency in the English Language, Fluency in French is considered an asset
- G level Ontario drivers license or equivalent

Physical and Environmental Requirements

- Must be able to complete tasks in a noisy environment
- Working indoors and outdoors
- Standing and walking for long periods of time
- Sitting for long periods of time
- Manual dexterity specifically typing
- Climbing stairs
- Bending, crouching, and climbing. You may be required to use ladders.

To apply, please visit our careers page by clicking the link:

<https://secure.collage.co/jobs/dilfo/47399>

We thank all applicants for their interest in working at DILFO; only those identified for further consideration will be contacted.

Accommodations for disabilities are available, where needed, upon request.

DILFO uses artificial intelligence as part of the application screening process.

DILFO does not accept and is not responsible for any fees related to unsolicited résumés from recruitment agencies. Recruitment agencies should not submit resumes in response to this posting to DILFO employees or any associated company location.