

Job Description Project Manager

Reports to: General Manager

Role:

Act as the communication link between the Site Manager, General Manager and client. Communicate and report changes and amendments and ensure that changes have been completed. Provide information and service to the client.

Personality to reflect a Warrior Spirit, Servant Heart, and Fun Loving Attitude!

1. Financial Performance

- Directly responsible for overall project profitability and management.
- Ensure that responsibilities are completed on time as required.
- Review financial data with the Site Manager, and project variances and recommend action steps to maintain profitability.
- Maintain positive cash flow on each project assigned.

2. Information and Reporting

- Provide the important link for information flow between Site Manager and Owner.
- Provide the important link for information flow between Site Manager and General Manager.
- Responsible for all project files and ensure that each member of the Project Management team member receives accurate and detailed information on a timely basis.
- Complete a monthly report on all projects and submit a hard copy to the Vice President.
- Each report must include any variance from budget.
- Review all information submitted by the Site Managers. Information contains updates on progress of project, schedule, expenses, manpower and other incidents.
- Prior to start of any project, attend a Job Start Up Meeting. Each meeting will be minuted with a copy distributed to senior management.
- Complete a Job Close Out Report at the end of each project.

3. Shop Drawing Control and Approval

- Review and circulate all shop drawings for approval to ensure schedule is maintained.

4. Scheduling Updates

- Update Owner of progress. This is done verbally and followed up in writing to highlight phases of completion, other situations that are out of the ordinary, changes and concerns.
- Update General Manager daily of situations that are out of the ordinary, changes and concerns that may delay the completion date.

5. Licences & Permits

- Apply for all licenses and permits prior to job start up.

6. Tests/Inspections & Quality Control Coordination

- Schedule all site inspections in conjunction with the Site Manager during the progress of the project.
- Be aware of the progress at each site, and schedule inspections as needed and in advance so that there are no delays as a result of approvals from Inspectors.
- Ensure compliance with the requirements and expectations of our Project QC Package.

7. Safety and Accident Prevention

- Have in your possession a current Company Health & Safety Manual and be conversant with its contents.
- Ensure all employees under your care and control comply with the roles and responsibilities as set out in the Corporate Safety Program.

8. Billings Control

- Coordinate with General Manager & Contract Administration to ensure that progress is on schedule and that the Owner will be billed appropriately as per the contract.
- All billings are to be done on time as per the contract. Billing dates that fall on a statutory holiday are to be billed the last working day prior to the holiday.

9. Sub-Contractors Control

- Coordinate with Site Manager to ensure that Sub-contractors have completed their assigned work on schedule and that they can be paid appropriately, at the correct fee, for work completed to date.

10. Change Management

- Make amendments to schedule/project as approved by the General Manager and Contract Administration.
- Communicate information immediately to Site Manager and provide update to Director of Corporate Safety.
- Amend costs/billings as negotiated in the contract.
- Notify General Manager and Director of Corporate Safety immediately if changes result in a variance of budgeted expense and/or a delay in the completion time and seek approval of changes.

11. Personal Management

- Be proactive in planning and organizing your workload.
- Portray a win/win attitude in your relationships with sub-trades, suppliers, client and employees.
- Organize by identifying and executing around priorities.
- Present a personal professional image at all times.
- Ensure that workplace and corporate equipment are presented and maintained in a professional manner.
- Use ethical behavior and encourage it in others, in compliance with the company's Personal Code of Conduct.

12. Internal Equipment & Asset Control and Inventory

- Schedule usage of internal equipment from one site to the next, and be able to track the location of each piece of equipment.
- Assess replacement schedule for equipment that has been worn or damaged due to general wear and tear.
- Order equipment in emergencies. Maintain database of suppliers, equipment available, and delivery time.

13. Client Services and Relationship Building

- Maintain positive relationships and liaise with Owner on an as needed basis.
- Identify opportunities for continued future projects and business development.

14. Project Close Out

- Responsible for project turnover documentation.

Supervision:

Directly supervises Site Managers.

Indirectly supervises employees assigned to individual projects.

Signed

Dated

(Print Name)