

Construction Project Manager – office

Summary

The Construction Project Manager (CPM) will be responsible for all aspects of project management, including start-up, obtaining building permits, preparing tenders, budgets, estimates and construction schedules. The CPM will work with in-house and external construction personnel to ensure project construction is executed in a timely and efficient manner while maintaining integrity of design, and will work closely with the organization to ensure feasibility and costing of projects.

Job Duties

- Manage project start-up, building permits, Construction Management process
- Prepare Tender Process, Budgets, Estimates, Construction Schedules, progress and monthly reports
- Review and comment on shop drawings along with Design Manager
- Manage trade contractor site meetings, RFI's, invoices and control document process
- Observe that Work Safe Practices are being followed during site visits
- Verify the accuracy of change orders and ensures change orders are signed by client
- Manage completion requests and Tenant Occupancy dates and Project close out
- Ensure all contractual issues are resolved and dealt with in a timely manner
- Coordinates and directs the buy-out of trade contracts including a scope of work review
- Finalize all sub-trade contractual issues
- Prepare contract with trades
- Manage internal or external contractors or trades
- Primary liaison with site superintendents and sub-trades
- Provide construction direction and oversight to project team comprised of designers, estimators and PCs
- Coordinate Site Superintendents and project workforce needs with General Superintendent
- Familiarize the project team with the terms of the project contract (Contract with Owner) and proposal
- Identify suitable service offerings for clients.
- Provide recommendations to client on all bid summaries
- Maintain rapport with clients
- Establish a Project Charter for each approved project, defining the projects goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, work breakdown structure, milestones, and deliverables.
- Conduct cost-benefit analyses, risk analyses, and ROI calculations to determine project feasibility.
- Manage project activities throughout lifecycle, including the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Plan all project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or PM methods.
- Organize project teams into suitable workgroups and guide the teams throughout their efforts to produce deliverables according to specification.
- Establish and deliver mechanisms for tracking project progress and reporting to stakeholders via a formal communications plan.

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- Conduct stakeholder meetings and forums in order to solicit feedback, input, and expectations; incorporate these into project plans.
- Track all project costs to ensure completion within budget; procure extra budget funding where necessary.
- Closely monitor the efforts and billing of third-party workers, such as consultants, contractors, and other specialists.
- Identify and resolve conflicts within project teams and associate work; create contingency plans to mitigate risk.
- Manage project dependencies.
- Conduct project post mortems in order to identify areas for improvement; make recommendations based on findings.
- Oversee total construction effort to ensure project is constructed in accordance with design, budget and schedule.
- Interface with client representatives, architect representative, subcontractors, security, etc.
- Plan, coordinate and/or supervise activities of all company personnel on assigned project(s).
- Authorize/approve all project personnel transactions, purchase requisitions, change requests, etc.
- Ensure all company, client, and project policies, procedures, standards, etc., are adhered to.
- Interpret policies as required.
- Provide direction to planning, scheduling, and engineering functions as required.
- Perform additional assignments per supervisor's direction.

Requirements

- High School Diploma, G.E.D. or equivalent
- Completion of a Construction, Building Technology Diploma or Engineering Degree
- Technical Diploma, Professional Engineer, C.E.T., Gold Seal Constructor or PMP
- 10 or more years of Commercial Construction experience, or 15 years of experience as a licensed electrical or mechanical Journeyman
- 10-15 years of direct work experience in construction project management.
- Ability to read blueprints, schematics, field drawings and plans
- A solid understanding of all construction trades and construction techniques
- Strong management, delegation, planning and leadership skills
- Effectiveness in the areas of construction safety and productivity
- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation
- Labor relations and union contract and procedure expertise
- Commitment to working in a team environment, with established team building abilities
- Strong communication, leadership, integration, problem-solving and interpersonal skills
- Ability to work safely in a construction environment
- Superior leadership qualities with a demonstrated track record of dealing successfully with internal and external customers
- Results-oriented individual with the ability to interpret and effectively manage multiple and competing priorities and time lines
- Understanding fundamentals of contracts and experience in managing contractors under the terms of a contract
- Knowledge of OH&S regulations and related building codes
- Demonstrated success in project delivery and execution of project management methods.

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- Highly effective negotiation, diplomatic, and conflict resolutions skills.
- Superb creation and facilitation of meetings, feedback sessions, and briefings in order to create consensus among stakeholders.
- Able to effectively communicate with all types of staff, including laborers, technical, professional, and upper management.
- Able to effectively communicate both verbally and in writing.
- Able to build and maintain lasting relationships with business units, corporate departments, key managers, and other stakeholders.
- Demonstrated ability to exercise necessary cost control measures
- Possess a valid drivers license
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email
- First Aid skills and/or certificates are considered assets
- Flexibility to adjust to shifting priorities and deadlines.

Work Conditions

- 24/7 availability may be required
- Physical ability to lift up to 50lb
- Travel to the site, and off-site locations will be required
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Overtime as required
- Hazards associated with the trade
- Work both indoors and outdoors
- Will be exposed to construction sites