



JOB DESCRIPTION

Title	Project Manager
Level	
Group	Construction
Reports To	Construction Manager
Updated	January 2025

Position Summary

The Project Manager holds accountability for managing projects from conception to completion, with a focus on implementing Lean Construction principles including ensuring they are completed on time and within budget. They coordinate, manage and supervise construction projects under the direction of the Construction Manager and in collaboration with the Site Supervisor. A successful Project Manager possesses strong leadership, communication, and organizational skills, along with a deep understanding of project management methodologies and industry practices, including safety compliance. The ability to adapt to changing circumstances and make informed decisions is crucial for ensuring project success.

Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

- Manage and coordinate projects through the life cycle of project including ensuring the project is constructed in accordance with design, budget and schedule – from start to finish.
- Assist with the preparation of construction project budgets, track and report against budget.
- Plan, prepare, monitor, and report on construction schedules and milestones within the company provided program systems.
- Works with Site Supervisor, and project team on the overall project performance including cost, schedule, safety and quality.
- Negotiate terms of agreements or contracts, draft & manage contracts and negotiate revisions.
- Monitor the change management process - forecast, track and communicate changes including changes to contractors' scope of work, costs and schedule.
- Provide cost estimating, direct/manage purchase of building materials.
- Prepare & distribute progress reports within the company provided program systems.
- Prepare for and participate in meetings with site teams, contractors and consultants.
- Assist with obtaining permits and licenses.
- Ensure the project management software is current and accurate.
- Organize and maintain project files and documentation, including drawings, specs, and plans, coordinating distribution accordingly within the company provided program systems.
- Plan ahead to prevent problems and resolve any emerging ones - analyze, manage and mitigate risks, communicate accordingly.
- Stay current with industry trends, building materials and building processes.
- Assist in the development and implementation of project Safety protocols and Quality plans.
- Ensure quality construction standards and the use of proper construction techniques.
- Travel to site(s).
- Establish and maintain positive internal and external relationships, including our trade partners

thought activities such as defining scopes of work, answering inquiries and monitoring progress.

- Support sales and marketing by attending construction open houses.
- Support the accounting department and Construction Manager by verifying contract expenditures, verify documentation for payment, coding invoices.
- Management of project turnover and closeout procedures.
- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

Safety

- Uphold safety standards and ensure compliance.
- Promote a culture of safety and compliance and lead by example.
- Take responsibility for your own health and safety, and that of other workers ensuring all are working in a safe manner and following safety protocols (Occupational Health and Safety Regulations, Span West safety policies, etc.)

Leadership

- Clearly communicate project expectations, updates and project information to team members, contractors, subcontractors, leadership and CEO.
- Maintain regular one-on-one meetings, email and interpersonal communications with the team fostering a collaborative and productive work environment.
- Provide updates on the teams' successes using key performance indicators (KPIs) and the quarterly Dashboards.
- Provide oversight, ensure team adherence to internal standards, policies, procedures and compliance with relevant legislation and industry regulations.
- Stay current with industry best practices, and regulations, trends, building materials and building processes.
- Contribute to the development of best practices, identify areas for improvement and implement streamlined workflows and tools for better project execution.
- Provide leadership, supervision, support, training and guidance to project teams, fostering a productive work environment.
- Offer constructive feedback and coaching and review the work of team members to ensure quality and efficiency.

Scope of Authority

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

Qualifications and Abilities

Education / Experience

- Certificate, Diploma or Degree in Construction or Project Management or related field (such as: PMP, CM, CET, A.Sc.T, P.Eng. or Arch.) from a recognized institution is required.
- Typically requires a minimum of eight (8) years relevant experience – managing projects independently.
- Possess training/holds certification in Health & Safety, at a minimum: Workplace Hazardous Materials Information System (WHMIS), Construction Safety Training Systems (CSTS), Ladder, Scaffold, Fall Arrest, Aerial Platform, Boom & Scissor, Skid Steer, Forklift
- Certificate of Management – Lean Construction (CM-Lean) and Lean Six Sigma certificates would be considered an asset.
- Valid Class 5 provincial driver’s license.
- Must be authorized to work in Canada.
- A combination of education and experience that provides the ability to meet the requirements of this position may be considered.

Knowledge, Skills, and Abilities

- Proficiency with construction management and contract administration processes, means and methods including records management and standard safety protocols.
- Has a good understanding of project construction sequencing, construction terminology, and project controls.
- Experience and knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Read and understand project scope, specifications and drawings.
- Ability to create a comprehensive schedule and administer subcontracts and contract documents.
- Strong knowledge working in a variety of construction/project management software.
- Proficient use of MS Office Suite and Google Suite, including with the ability to use Google to manage emails, schedule meetings, and organize your calendars/utilize time-management skills.
- Ability to work well in a team environment that promotes inclusiveness and proactive communication among team members, in the office and on the project site.
- Outstanding leadership, communication, interpersonal, relationship-building, employee-coaching and development skills.
- Excellent time-management and organizational skills; the ability to think and plan ahead and manage multiple projects, prioritize and meet deadlines.
- Ability to establish a good working relationship with many different people, including other managers, designers, contractors and supervisors.
- Have excellent verbal, written and interpersonal communication skills.
- Be able to use general office equipment.
- Efficient and organized multitasker working in a fast-paced environment with a knack for managing multiple responsibilities simultaneously.
- Strong strategic thinking and decision-making skills.
- Ability to work independently under pressure and complete tasks with minimum supervision.
- A creative mind with an ability to suggest improvements.

Working Conditions

- General office environment.

- Visiting/working on an active construction site.
- When on-site or traveling, be proficient in remote working technology.
- Ability to work alternate hours, some of the projects are located in a different time zone.
- Travel outside the city may be required, with some overnight stays.
- Lifting, carrying, walking including up/down stairs.
- Caple to lift or move up to 50lbs occasionally.

Employee Responsibilities

- Must have own transportation getting to and from the office.
- Must have CSA steel-toed safety boots.

Measures of Performance

- Model to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company’s strategic plan.
- All direct reports have a performance development plan, up-to-date job description and annual performance review.
- Complete all assigned tasks in a professional and detailed manner.

Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management’s authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company’s needs. I have been given a copy of this description.

Employee’s Signature	Date
Manager’s Signature	Date