



Project Manager

Job Description:

The duties of this job include but are not limited to the following:

1. Coordinate, manage and supervise projects from pre-bid to final completion.
2. Assist with finding, tracking, and preparing proposals and tenders.
3. Assist with preparation of detailed cost estimates, develop project execution plans, schedules, requests for information (RFIs), requests for quotation (RFQs), quotes for change orders and sub-contracts.
4. Participate in project site meetings with clients and sub-contractors.
5. Maintain project timelines, scheduling, planning, and coordination of scheduled daily activities.
6. For some projects, this position may include the supervision of labourers and heavy equipment operators, sub-contractors, and rental trucks. Generate daily field work sheets with equipment and labour hours, and material costs and recording quantities.
7. Communicate and interact with project owners, engineers, sub-trades, and management.
8. Promote a safe working environment by conducting tailgate/safety meetings; identification of hazards; and ensure proper use of PPE.
9. Prioritize work schedule, read/interpret drawings, plans, blueprints, and contract documents; and understand specifications, scope of work, and timelines. Inspect work in progress to ensure that work conforms to specifications.

Qualifications:

- Minimum 2 years of heavy civil construction project management with strong organizational and documentation skills
- Post Secondary degree or diploma in civil engineering or equivalent related experience
- Ability to read and interpret contracts, specifications, and drawings
- Strong knowledge of relevant construction industry laws and building codes.
- Proficient in Microsoft Office software, B2W experience is an asset
- Excellent verbal, written and interpersonal communication skills
- Current G License and resident of Canada

Benefits:

- Work with a great team on unique and challenging projects
- Competitive wages
- Benefits package including Life & AD&D, Long Term Disability, Dental and Vision
- Safety boot allowance and PPE
- Company RRSP or Defined Contribution Pension Plan

January 2023