

Project Manager (High-Rise) – Schedule A

Location: Vaughan, ON

Employment Type: Full Time

Department: High Rise Construction

The Role

Reporting directly to the Director of Construction, the Project Manager is accountable for the overall project performance, planning and development including cost, permitting, quality, safety, and schedule. They maintain excellent relationships with President, designer, consultants, subcontractors, and the public.

Responsibilities include:

- Assist the Director of Construction during the preconstruction stage including the review of drawings.
- Manage the architectural and engineering design of the project to ensure that all development issues are properly addressed and are in conformance with company and municipal/OBC requirements.
- Manage the consultant team for completion of Permit, Tender, and Construction drawings.
- Create and maintain the Construction Schedule for the project, with input from Director of Construction and Site Supervisor.
- Assist the Director of Construction to create scopes of work for all construction tenders.
- Assist the Director of Construction in the qualification process for all construction contracts to provide input on budgeting, bidding and the award of Subcontracts
- Accountable for all contract documents, Request for Information, Site Instruction, Shop Drawings, and Submittal controls and distribution procedures. Ensures all project correspondence and records are properly managed and maintained by the team.
- Collaborate with the Site Supervisor to establish the major construction work plans and engineering methods and provide input to the method from a cost perspective.
- Collaborate with Site Supervisor on planning, implementing, and enforcing all health and safety measures.
- In conjunction with the Site Supervisor, develops and puts the Project Execution Plan in place (including project procedures, construction schedule, project and contract requirements) and ensures it is communicated and understood.
- Chairs, and minutes, project startup meetings and Project OAC Progress Meetings.
- Attend and support Site Supervisor's Site Construction meetings.
- Accountable for project budget/cost control system preparation, maintenance, and forecasting.
- Manage the project Change Order management process to ensure additions to contract are properly notified, documented, addressed and closed out.
- Procurement of all Trades in all Divisions for the project, unless noted as Owners in the Contract.
- Enforces contractual responsibilities and resolving disputes. Ensuring the project is completed in compliance with the contract requirements and schedule.
- Identifies, tracks, and mitigates risk throughout the project life cycle, ensuring scope is covered and risks are allocated to the appropriate parties.
- Ensures the project team is efficient, and tasks are completed timely.
- Provides mentorship and feedback to the project team regarding expectations and can delegate work and scopes accordingly.

- Oversight of project schedule, task definition and breakdowns. Ensuring compliance by all parties with the schedule. Regular schedule progress reporting and updates oversight.
- Management of internal project close-out including archiving documents and producing the final project report. Plan for contract close out, including occupancy, commissioning, and maintenance and warranty manuals.
- Liaise with the accounting team in preparing the monthly billing to ensure subcontractor and supplier invoices are approved and tracks costs to ensure budgets are maintained.
- Primary point of contact for escalated issues with Customer Care department, Consultants and Subcontractors.
- Management of contract between Construction Manager or Construction Team and the President to ensure compliance and profitability, including notifications as required by the Contract due to defaults by Trades or Owner.
- Assist in managing and execution of all deficiencies with the Site Construction Team and Customer Care Team to ensure that Quality Control is being maintained and deficiencies (Suite and Common Area) at PDI, Occupancy, and Technical Audits are minimal and completed promptly. Escalate any issues to the Director of Construction.
- Assist in managing the execution of close out requirements and commissioning.

Job Requirements:

- Post-secondary education degree or diploma in a construction related area of study.
- Minimum of five (5) years of direct project management work experience working in high-rise / ICI construction.
- Demonstrated success in project delivery and execution of project management methods.
- Have a solid foundation and working knowledge of construction scopes of work, construction activity, the design development process, the municipal permitting process, scheduling, and project management.
- Thorough knowledge of quality management, risk management practices and techniques, procurement, construction documents, contracts and contract law, project reporting and scheduling and constructability.
- Strong conflict management skills and the ability to be persuasive and motivating.
- Ability to lead a team and develop talent.
- Able to build and maintain lasting relationships with all business units, corporate departments, key managers, and other stakeholders.
- Flexibility to adjust to shifting priorities and deadlines.
- Strong computer literacy including use of email software, Microsoft Office products. Procore and Newstar software system (encouraged), you will be trained to use this software if hired.
- A driver's license is a must.

Salary Range: \$110,000 – \$160,000

Compensation for this role will be competitive and commensurate with experience. If you meet the requirements, please email your resume to cassandra@decohomes.ca

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