



ROLE DESCRIPTION

Position Title: Senior Project Manager
Department: Operations
Reports To: Director, Operations
OT Status: Exempt
Prepared By: Employment Resources
Prepared Date: September 2015
Approved By: Employment Resources
Approved Date: September 2015

Summary

The Senior Project Manager is responsible for managing and constructing major projects consistent with Company values, policies and procedures. The Senior Project Manager implements management systems, practices in all assigned projects and has the authority to assume or assign duties and responsibilities typically performed by other project personnel (e.g. Project Manager, Project Coordinator and/or Superintendent) if the size, complexity and personnel availability warrants. Project safety, client satisfaction and the project's financial performance are the Senior Project Manager's responsibility. The Senior Project Manager will contribute to business development and to furthering the company's ability to compete in the marketplace.

Exceptional scope projects are defined as a project or group of projects greater than \$50,000,000 in annual construction cost; or projects with \$1M per month billing for at least 50 consecutive months; or projects with over 1,500,000 man hours or 150,000 man hours per month for at least 10 consecutive months.

Essential Duties and Responsibilities include the following, however, other duties may be assigned. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Safety Management

- Knows, practices and enforces the Alberici safety policies and procedures to visibly create safe operations as a top priority on the project site
- Establishes clear safety expectations for all on the project site, including subcontractors and visitors and assigns safety responsibility to site personnel
- Monitors the project site for compliance with safety policies and practices and corrects any safety violations
- Ensures safety violations and accidents are documented, administered, reported and investigated in accordance with company policies

Quality Management

- Ensures the project meets quality and performance specifications and regulatory requirements
- Knows specifications and regulatory requirements for the project
- Ensures Inspection & Test Plan's (ITP's) are adhered to and established
- Conducts daily inspections of the project to ensure work is being done appropriately
- Ensures project work is supervised by qualified Alberici project management personnel
- Ensures project complies with Alberici's quality management procedures
- Effectively manages the start-up of the project
- Reviews project start-up checklist and implements functions

Role Description

Senior Project Manager

Estimating Management

- Prepares estimates, including, labour hours, material costs, schedules, etc
- Compiles bid packages for subcontractors
- Prepares and documents project estimates following estimating policy and procedures
- Creates sketches, drawings and specifications to meet client requirements
- Prepares bid bond applications
- Attends pre-bid meetings, estimate packages, and produces proposal schedules
- Analyzes sub-trade quotations, liaison with subcontractors for clarification of issues, while ensuring subcontractors are clear about the scope of their subcontracted work
- Interprets project drawings and specifications, analyzes blueprints, specifications, proposals and other documentation
- Maintains tendering process and sets up cost monitoring and reporting systems/procedures
- Tenders closings (e.g. reviews documents, compiles proposal information, participates in closing meetings)
- Participates in turnover meetings with Project Management on successful bids
- Addresses addendums, change orders, etc.
- Responsible for accurate take-off of quantities from project drawings and specifications
- Costs out potential scope of work changes, bid to construction reviews and additional costs claim situations
- Customer follow-up of proposals
- Site visits as required

Budget/Schedule/Cost Control

- Develops, maintains, updates, distributes and manages estimates
- Decides how to handle client change orders, including when to request a change order and how to price the change order
- Reviews construction strategy and approach with estimators and Business Development personnel during the bidding and proposal process
- Assists in negotiating work with prospective clients, and recommends the contract type if one is not specified
- Ensures the project schedule is developed and maintained
- Must have extensive knowledge of cost accounting/reporting systems and be able to recognize and correct cost overruns and compensate for estimating oversights
- Assures client receivables are paid and discusses their collection with the client if necessary
- Monitors construction progress in relation to percent of contract billed
- Monitors the financial status of assigned projects by reviewing management reports, talking with the Project Manager and inspecting the project site
- Ensures project risks are identified and actively managed

Management Competencies

- Coordinates support functions including project start-up with internal and external team members
- Provides direction and support when major events take place on a project (e.g. significant accident, labour strife, disagreement with a subcontractor, etc.)
- Assists the Project Manager in resolving jurisdictional issues among crafts consistent with labour relations policy
- Keeps upper management informed
- Ability to effectively create, interpret and execute contracts
- Effectively manages the change order process, billings and directs meetings
- Knows subcontractors and manages the successful resolution of disputes and timely payment processing
- Develops and maintains positive, trusting working relationships with key subcontractors assigned to projects
- Manages all labour relations and jurisdiction

Role Description

Senior Project Manager

- Effectively implements the company buy out procedures (bid packs)

Construction Means and Methods

- Ensures the project meets quality and performance specifications and regulatory requirements
- Conducts daily inspections of the project to ensure work is being done appropriately
- Ensures project work is supervised by qualified the Company project management personnel
- Serves as a liaison with local inspectors
- Establishes and executes a mark-up meeting with the local building trades
- Works in conjunction with Alberici labour relations, subcontractors, and superintendents on the establishment of assignments

End User Interaction

- Builds and maintains a positive working relationship with the client and the client's agents
- Understands key issues of the client's business and factors critical to the operation of the facility/processes on site
- Maintains a high level of client confidence and satisfaction through the following:
 - Ensures the project is constructed and delivered as contracted
 - Ensures systems and equipment function properly at the conclusion of the project
 - Ensures the construction experience is positive from the perspective of the client and employees of the client who may be on the site
 - Keeps the client apprised of developments in the project, including any change orders that may be needed, change in timelines, etc.
 - Maintains high accessibility to the client and the client's agents through regular meetings, calls and correspondence. Promptly responds to questions, and concerns
- Positions the Company for repeat business with the client
- Stays alert for subsequent projects
- Discusses business leads with the VP, Operations
- Communicates effectively with owner and upper management

Performance

- Meets or exceeds target profits on assigned projects
- Reviews costs against estimates for each total project and tracks variances weekly
- Approves invoices within a five-day period and validates cost codes for payment
- Responsible for monthly project projections to include pending items and keeps expense and projections up to date—reviews weekly
- Approves subcontractor extra work timesheets

Other Duties

- Monitors the overall performance of suppliers
- Maintains schedule, quality and design-to-budget of any design performed under the Company's control
- Researches potential project claims. Recommends to the VP, Operations how to handle the situation. Develops a course of action with the VP, Operations and then implements the action.

Additional Duties and Responsibilities include the following:

- Recognizes safety as a top priority of the organization
- Wears personal protective equipment on the project site
- Adheres to Alberici Quality Management System
- Adheres to policies and procedures
- Delivers professional customer service
- Adopts a teamwork approach and willingly supports coworkers

Role Description

Senior Project Manager

Management Responsibilities

- Manages and directs Assistant Project Managers, Project Coordinators, Estimators and non supervisory administrative employees
- Hires, trains, coaches, disciplines and develops employees
- Establishes and maintains positive, effective working relationship within internal and external contacts
- Determines course of action to achieve departmental and organizational goals
- Completes performance communications and establishes clear expectations of performance for direct reports

Education, Experience and Skills

Post-secondary degree/diploma in Engineering, Architecture, Construction Management or related field plus 5 to 7 years of experience in the field of construction project management with exposure to projects of major scope. Advanced skills in MS Office products - Excel, Word and Outlook, Primavera and Prolog software are an asset.

Technical and Mental Skills

- Practices good communication skills
- Reads, analyzes and interprets documents such as operating and maintenance instructions, and procedure manuals.
- Writes routine reports and correspondence
- Effectively presents information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form
- Applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables

Certificates, Licenses, Registrations

Professional registration, P.Eng. And/or Gold Seal Certification in Project Management is an asset

Physical Demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

While performing the duties of this position, the employee is regularly required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to complete inspections or reviews of work at high elevations via stair / ladders / or aerial lift accessibility. Specific vision abilities required by this position include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The office work environment provides a safe and healthy environment, is adequately heated and cooled, is free from exposure and extreme conditions, has appropriate lighting and office furnishings and is smoke-free and drug-free.

While performing the duties of this position at the project site, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud.