



## Job Description – Civil Project Manager

The Civil Project Manager is based in Nanaimo, BC and is responsible to plan, budget, oversee and document all aspects of the project. This role requires skilled leadership, and effective communication. Critical components of this role include but are not limited to status reporting, risk management, escalation of issues that cannot be resolved in the team, and, in general, making sure the project is delivered in budget, on schedule, and within scope while effectively managing client relations.

### Responsibilities

- Professional leadership by creating and maintaining good relations and communications between corporate team members, client team members, and the public in accordance with responsibilities and duties common to all managers.
- Manage the contract. Must have ability to interpret and manage general conditions, special conditions and specifications of a contract.
- Develop and maintain a detailed project plan and ensure project safety and environmental controls are adhered to.
- Manage each project on a proactive basis by looking ahead, minimizing site PO's, ensuring materials are on site well in advance of the work, obtaining competitive subcontractor and material pricing in conjunction with the Site Supervisor and coordinating subcontractor's well in advance of the required date they are expected on site.
- Works in conjunction with the Site Supervisor creating accountability of the subcontractor's for all aspects of their work c/w site safety - clean up and completion of deficiency lists in a timely manner.
- Communicate the duties of each subcontractor prior to mobilizing to site (creating accountability to cost and schedule).
- Review of early payment rebates from all suppliers and subcontractors in order to enhance NCE profitability and subcontractor reliability and relationships for this project as well as future projects.
- Managing project deliverables are in line with the project plan and specifications.
- Ensure the most current and approved plans, specifications, shop drawings, and other submittals are on file and being used in the office and field.
- Manage changes to the project scope, project schedule, and project costs using appropriate change management techniques, and billing in a timely and accurate fashion.



- Management of Subcontractors, including tendering negotiating and preparing subcontract agreements, negotiating revisions, scope changes and additions to contract agreements.
- Monitor and control project labour, material and equipment costs.
- Manage and control all documents (such as Request for Information, Submittals, Field Advice Memos, and Site Instructions) so they are submitted and responded to per contractual requirements.
- Preparation of Monthly Progress billing on time and with accurate progress percentages. For projects with a duration of less than a month, timely billing at time of completion is required.
- Monitor and maintain project baseline schedule and weekly updates.
- Monitor and manage project Quality Control requirements and documents.
- Prepare Project Status Reports for NCE management and Client representatives.
- Raise and discuss relevant issues at project meetings. Prepare and issue minutes of all project meetings.
- Ensure the project budget is setup within the project cost control system (View Point).
- Manage the project budget with monthly profitability forecasting in a timely manner.
- Measure project performance using appropriate systems, tools and techniques.
- Responsible for all aspects of project close-out and formulate lessons learned documentation.
- Work with the Director of Operations and Director of Construction to assist in selecting subcontractors that are economically reliable and professional; in conjunction with reviewing early payment discounts that can be applied to the subcontract.
- Award of subcontracts in a timely manner to ensure release of labour and materials.
- Ensures that subs are aware of (and commit to) the project schedule.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

#### Qualifications/Requirements

- Bachelor's degree or diploma in; operations management, project management, civil or mechanical engineering/technology or equivalent industry experience
- 5 years project management experience in the construction
- Knowledge of Microsoft Word, Excel, Outlook, Project, PowerPoint is required
- Effective communication and collaboration with trades people and internal/external stakeholders. Ability to represent NCE at all project meetings in a professional manner and maintain good relationships with the Client, Subcontractors and NCE personnel



- On site/trade experience is preferred
- Critical thinking with a problem/solution type of approach
- Ability to work in a diverse and dynamic environment.
- Valid Driver's License
- Willing to travel to job sites as required
- Job Type: Full-time

Required experience:

Project Management: 5 years

Please reply with resume, including reference and certifications, to [info@northerncivil.ca](mailto:info@northerncivil.ca). No phone calls, please.