

## Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Vice President of Operations, and General Manager

## General Description

The Project Manager will coordinate all aspects of construction projects as both Construction Manager and General Contractor. This position is a pre-requisite for director level positions. Training and mentoring is available for those interested in this career path.

## Roles and Responsibilities

### Core Competencies

- Able to provide exceptional management for projects
- Ability and skills required to lead a team effectively
- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
- Ability to work in and support a strong team concept but have the ability and insight to work independently
- Be “Results oriented”
- Managing projects of varying complexity in the institutional, office/retail and/or hospitality sectors
- Knowledge and understanding of building process, costs and scheduling

### Primary Functions, Responsibilities, and Duties

- Plan a construction project and prepare a construction schedule in conjunction with the Superintendent
- Process contract drawings and specifications and make sure that the building is built in accordance with these documents
- Prepare estimate documentation and execute the “bid” process with designated sub trades
- Meet with Owners, Architects and all other project consultants
- Ensure payment in full for the contract price including all accumulative changes and credits, etc
- Prepare regular, timely and accurate billings for Owners, a project’s material and labour costs and ensure accurate quality reporting is being conducted
- Have the ability to read, interpret, analyze and forecast a project’s cost reports, schedule and costing
- Conduct project meetings, pre-construction, construction site weekly site meetings and post construction meeting. Maintain and report meeting minutes and monitor individual task completion dates

- Co-ordinate, manage and communicate with all subcontractors and effectively deal with problems such as delivery, labour, schedule and payment disputes
- Manage and maintain BLT's Corporate Health and Safety Policies on all Job sites  
Ensure sub trades adhere to
- the safety requirements set out by the Ministry of Labour and BLT's policies
- Maintain a good working knowledge of trade unions, their agreements and stipulations
- Manage the financial aspects of the project as it relates to BLT billing and expenses with the internal accounting team
- On Site Management as the schedule requires to complete the project