



## Project Manager – Demolition Services

### **REPORTING TO: General Manager**

#### **POSITION SUMMARY:**

The Project Manager is an integral member of the project team responsible for estimating, securing and executing demolition projects of varying size and complexity. Specifically, the PM is responsible for ensuring that the project is delivered on time, on budget and to the required quality standard within agreed specifications. The Project Manager is responsible for executing all aspects of a project, including but not limited to:

- Estimating
- Project Management
- Customer Service
- Leadership
- Compliance

#### **RESPONSIBILITIES:**

Including but not limited to the following:

#### **ESTIMATING**

- Define and detail scope per client specifications:
  - RFP Defined
  - Work with client/consultant to define
- Prepare estimate sheet detailing:
  - Labour hours
  - Material spec
  - Equipment spec
  - Other (consulting, 3rd party services, etc.)
  - Schedule constraints
- Liaise with Project Coordinator to prepare Quote
- Liaise with client to secure PO
- Initiate Job Setup with Project Coordinator upon receipt of PO
- Prepare Job Package with Project Co-ordinator
  - Scope Definition Sheet
  - Estimate Sheet
- Communicate and co-ordinate with Project Coordinator
  - Scope Change
  - Schedule Change
  - other

#### **PROJECT MANAGEMENT**

- Manages all aspects of project life cycle post contract award through to project close-out referencing Scope Definition and Estimate Sheet:
  - Scope execution
  - Scheduling
  - Resource sourcing, selection, allocation and management (labour, trades, materials, equipment, etc.)



- Health and Safety
  - Stakeholder relations (client, trades, authorities, internal)
- Manage and control budget to execute scope on time and on budget:
  - Vendor purchase order approval
  - Timecard management and approval
  - Inventory management
  - Fleet management
  - Asset management (equipment, tools, etc.)
- Communication and co-ordination with Project Coordinator
  - Scope Change
  - Schedule Change
  - Budget Constraints
  - Customer Relations
- Communication with client
  - Progress
  - Scope Change
  - Schedule Change
- Review and analyze job profitability tracking to assess job estimating, job costing, job performance
  - Progress
  - Final
- Project Close-Out
  - Communicate with Project Coordinator to initiate billing
  - Job site sweep

### **CUSTOMER SERVICE**

- Delivers exceptional customer service to all stakeholders at all times
- Inspect progress and work quality throughout entire project timeline to monitor and establish positive customer satisfaction.
- Develop and maintain strong relationships and act as a prime liaison with client and sales.
- Resolve disputes and complaints, where possible
  - Elevate to Manager for support when required

### **LEADERSHIP**

- Builds, leads and deploys the best quality team.
- Develops a performance management process with all employees having regular feedback and specific development plans.
- Focuses team's efforts to teach, improve, and practice safe and quality workmanship.
- Resolve disputes and complaints, where possible
- Communicate and co-ordinate with Human Resources;
  - Progressive Discipline
  - Performance Recognition
  - Incident Reporting and Investigation

### **COMPLIANCE**

- Ensures compliance with company and legislative health and safety standards:
- Ensures compliance with company policies and procedures.



- Ensures compliance with legislative code standards
- Communication and co-ordination with HR, including but not limited to:
  - Employee Handbook (Policies and Procedures)
  - H&S Manual
  - Standards of Conduct
  - MOL OHSA
  - ESA
  - other

**EDUCATION and EXPERIENCE:**

- University, College or equivalent degree in related discipline (ie: Construction/Project Management)  
5+ years' experience in estimating and/or project management
- 2+ years' Management experience

**TRAINING and REQUIRMENTS:**

- Basics of Supervising
- Supervisor Health and Safety Awareness in 5 Steps
- WHMIS
- Working at Heights
- Standard First Aid with CPR A + AED
- Clean CPIC
- Valid Drivers License

**KNOWLEDGE & SKILLS:**

- Proficient in Microsoft Office Suite
- Demonstrated willingness to be adaptable and flexible to changing priorities
- Familiar with demolition methods
- Strong knowledge of the laws and ordinances regulating industry
- Ability to multi-task and perform under intense pressure
- Strong interpersonal and communication skills, both written and oral.
- Ability to plan and organize a team with capacity to motivate and lead
- Good client management and goodwill building ability
- Experience managing and monitoring budgets.
- Effective time management and logical decision-making ability

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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