



Project Manager

Reporting to the Engineering Manager on all matters, the Project Manager oversees and directs all aspects of his/her assigned project(s). From the award of the project, through drafting and design, take off and breakdown, to production, delivery, and installation, the Project Manager ensures the project meets all schedules in a timely manner and within prescribed budgets. Duties and responsibilities include but are not limited to the following:

Admin

- Write letters, memos and emails;
- Communication with coworkers daily by telephone, email and in person;
- Work in a team environment; and
- Both administrative and technical in nature.

Education

- Bachelor Degree or Diploma in Architectural Technology Construction Management or Civil Engineering.
- Project Management Professional Certification or working towards it.

Years of Experience

- Minimum 5+ years of working experience.

Working Conditions

- On site work environment involves some exposure to hazards or physical risks that require knowledge of and adherence to basic safety procedures and precautions;
- Work environment requires having construction safety footwear and hard hat for all site work and in certain other locations; and
- At times requires driving a company vehicle to visit sites and clients.

Position Level

- Position for incumbents wishing to pursue a career in project management;
- Detail oriented with the ability to read architectural drawings;
- Ability to act as a mentorship to other project coordinators; and
- Ability to work independently with minimal supervision.

Job Specific Duties

- Study the project (scope of work, specifications, and other tender documents) and identify any discrepancies;
- Prepare the schedule showing milestone dates (critical path), i.e., shop drawing submittal date, material take off, and first delivery date;
- Prepare start-up checklist to include request for Issued for Construction (IFC) architectural drawings and other documents required to start shop drawing;
- Request samples for approval;
- Arrange meetings, as required, including:
 - » Scope of Work meeting before shop drawing start;
 - » Material Take Off meeting before ordering the material;
 - » Kick Off meeting as early as first floor has been measured; and,
 - » Special meeting deemed necessary due to new design or new product;



- Arrange meetings, as required, including;
- Request samples for approval;
- Send Requests for Information (RFIs) to the Construction Manager to clarify discrepancies;
- Be proactive and check all conditions that will have potential issues in the future and provide solutions;
- Review shop drawings prior to sending to the engineer for approval;
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- Coordinate mock-up where one is required;
- Double check material and parts take off prior to releasing to purchasing;
- Ensure final door sizes and frit-glass information are given to purchasing ahead of time to avoid delay in delivery;
- Request Field Manager and/or Site Superintendent to mark up shop drawings showing latest vent box, electrical, and lighting requirements including the physical sample;
- Check breakdown and ensure parts are released per the production schedule, taking into consideration products with longer lead times;
- Inform the Engineering Manager if schedule cannot be met due to certain issue(s);
- Complete request form accurately to track order and work for any missing, broken, remake, service, extra, on-hold windows;
- Perform miscellaneous job-related duties, if necessary, to meet deadlines;
- Work closely with Field Managers and other site staff to assist in resolving outstanding issues and to track schedule; and
- Attend, as required, scheduled consultant, coordination, and site meetings.