



## **PROJECT MANAGER**

Collaborative Structures Limited (CSL) is a multi-disciplined construction services company that has made its mark within the construction community. Since our inception in 2003, CSL has shown significant growth that can be directly related to our goal of providing exceptional services to our Clients and our commitment to Project Execution Excellence.

CSL has a number of projects in the Industrial, Commercial, Institutional, and Heritage/Adaptive Reuse sectors of Southwestern Ontario.

### **Position Overview**

Reporting to the Director of Construction, you will plan and manage all aspects of the construction development, from pre-construction services, through to project turn over, and completion of warranty services. The Project Manager is accountable to CSL, as the company representative, for quality, cost, safety and general overall project performance, and is responsible for promoting close and harmonious relations with the owner/client, trades, design consultants & all project stakeholders.

### **Duties and Responsibilities**

- Provide leadership in connection with overall project matters & strategy
- Collaborate with engineers, architects and other clients/associates to determine the project deliverables
- Negotiate contracts in coordination with the purchasing manager to reach profitable agreements
- Develop, maintain, and publish project schedules on an overall project level, and a short term look-ahead level
- Review and interpret all changes issued to the contract for cost, schedule, labour and manpower implications, and report
- Obtain permits and licenses from appropriate authorities as required by the contract
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
- Determine needed resources, in collaboration with the Field Operations Manager (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Distribute responsibilities amongst team members and monitor progress of assigned projects
- Manage the support team (i.e. coordination, estimating, etc.) and targeted work performance
- Review, monitor, forecast and report to the Director, all project job costs
- Ensure adherence to all health and safety standards and report all concerns to the H&S Manager and Senior Management

### **Education and Experience**

- Diploma or degree in construction, engineering, construction management or relevant field.
- Proven experience as construction project manager (10+ years related experience, min 8 years' in a

- management capacity)
- CET or P.Eng certification is preferred
- Gold Seal Certification is an asset

### **Qualifications**

- Outstanding communication and negotiation skills
- Excellent organizational and time-management skills
- In-depth understanding of construction procedures, material and project management principles
- Solid knowledge of MS Office applications, familiarity with construction/ project management software (experience with Timberline Software is an asset)
- A team player with leadership abilities
- Confident, and willing to collaborate and develop solutions when disagreements or problems arise
- Familiarity with quality and health and safety standards

### **What We Offer**

- Competitive compensation
- An expansive benefits program including a company matched RRSP program
- Opportunity for growth and advancement within the organization

*Interested and qualified applicants should send their resume to [recruiting@collaborativestructures.com](mailto:recruiting@collaborativestructures.com). CSL is an equal opportunity employer committed to creating an inclusive environment for all individuals.*