



# Position Description

## About Scott

Our vision is to be a progressive, industry shaping leader built on our culture of collaboration, social responsibility and lasting relationships. We have been providing construction management services and building relationships since 1984 and we are a part of the JV Driver Portfolio of companies. Visit [www.scottconstructiongroup.com](http://www.scottconstructiongroup.com) or visit our LinkedIn Profile for further information.

We have an award-winning culture that embraces continuous improvement. We recognize the importance of our team member experience. We measure and act on our team engagement on an ongoing basis. We are recognized leaders in mental health and are actively involved within the community. In addition, we hold ourselves accountable for our environment and have an active ESG (Environmental, Sustainability & Governance) committee that takes transparent actions to make a difference in reducing our environmental footprint.

## What we Offer

Our total rewards package includes RRSP matching, Wellness Allowance, Health Benefits package. We also offer educational support, profit sharing and participation in our recognition and annual salary reviews program. We have an active social committee while the pandemic has put a damper on our team getting together, we still have found ways to have fun!

## Opportunity Summary

As Senior Project Manager, reporting to the Project Director, you will manage a \$70 million project with more projects being added over time. The Project Manager will direct a team of Superintendents and Project Coordinators and through collaboration will drive solutions for our clients and internal/external stakeholders to ensure the projects are successful.

## Roles & Responsibilities

- Project lifecycle from start to finish including relations profitability and schedule adherence
- Play an active role in business development, proposal submissions, interviews, presentations, client/consultant relationship management
- Work closely with the site team to develop the project plan, engineering methods and monitor the project schedule
- Develop recovery strategies when project schedule or budget is in jeopardy
- Understand and enforce prime contract and subcontract responsibilities
- Negotiate and issue subcontracts, major purchase orders and monitor their progress and schedule
- Work with accounting department to ensure project accounting is accurate and timely
- Prepare and issue progress applications to owner according to established schedules
- Review/approve subcontractor applications for payment and expedite owner payment from within contract terms
- Process all change orders, including negotiating and assessing cost and schedule impact
- Manage all facets of project close-out, including archiving of documents, maintenance and warranty manuals, deficiencies and warranty work
- Participate in tender closings when requested
- Supervise, mentor, coach and train project personnel

- Establish and maintain positive relationships with external and internal clients, and represent the company at industry functions and events
- Model the Company Values

### **Scott Construction Values**

- People First | When we take care of people, we take care of Scott, our Industry and our communities.
- Safety Always | We owe it to each other to get home safely.
- Seek Better Ways | Innovation and development fuels growth.
- Get It Done | Find a solution, take the initiative, and deliver on every commitment.
- Have Fun | Enjoy what you do.
- Own It | Be accountable and take pride in each day's work

### **Qualifications**

- 8+ years previous Project Management experience working on high-rise residential, commercial, institutional and/or concrete projects with a spend of at least \$70M+
- University or college diploma in a relevant construction/engineering program
- Integrated Project Delivery Contract experience an asset
- (Excellent computer skills including experience using MS Office, Project, Scheduling and Project Management software with Procore considered an asset
- Experience in all forms of contracts and delivery
- Sound knowledge in the review and negotiation of contracts for construction projects
- Strong technical, business, financial and legal acumen
- Excellent communication skills (oral, written, presentations), including the ability to successfully translate technical information to non-technical individuals
- Experience working with different project delivery methods
- Exemplary leadership skills, including strong teambuilding capabilities
- Knowledge of key principles involved in bid preparation, including quantity take off procedures sub-trade procurement, pricing and bid closing procedures
- Excellent relationship building skills and ability problem solve

For further information, visit our web-site at [www.scottconstructiongroup.com](http://www.scottconstructiongroup.com) or our LinkedIn profile.

To apply visit our website at:

<https://scottconstructiongroup.applytojob.com/apply/7e13FGu8pt/Senior-Project-Manager>

Scott Construction Group strongly encourages diverse candidates to apply to our welcoming and inclusive team!