



# Project Manager

## About Scott

Scott Construction is a well-known and trusted General Contractor & Construction Manager based in Western Canada. With offices in Burnaby and Calgary, Scott has been providing construction management services and building relationships since 1984. Our diverse portfolio of projects finds us building amazing complex structures to smaller renovation projects for clients in the commercial, residential, institutional, industrial, and special projects sectors. Our vision is to be a progressive, industry shaping leader built on our culture of collaboration, social responsibility, and lasting relationships.

## What we Offer

We have an award-winning culture that embraces continuous improvement. We recognize the importance of our team member experience and measure our team engagement annually. We are recognized leaders in mental health and are actively involved within the community. We have an active ESG (Environmental, Sustainability & Governance) committee and are a certified Climate Smart Business. Our total rewards package includes a Remote/Flexible work program, RRSP matching, Wellness Allowance, and a well-rounded Benefits package. We also offer educational support, profit sharing and participation in our recognition and annual salary reviews program.

## Opportunity Summary

As Project Manager, you will be part of a team that collaborates to drive creative solutions for our clients and internal/external stakeholders. The initial scope of work will be a \$30 million, CM, wood frame residential six story project.

## 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

- 5+ years of Project Management experience working on high-rise residential, commercial, institutional and/or concrete projects with a spend of at least \$30 million
- University or college diploma in a relevant construction/engineering program
- Excellent computer skills including experience using MS Office, Scheduling & PM software with Procore considered an asset
- Experience in all forms of contracts and delivery methods
- 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
- 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

You can easily apply to this position here: [Career Board Applications](#).

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