

# Construction Project Manager

## West Coast Opportunity

New City Contracting Ltd. has been providing quality workmanship in building maintenance and renewal in the Lower Mainland for over two decades. We provide extensive building maintenance services including Waterproofing, Building Envelope Renewal, and both Exterior and Interior Painting. We have an outstanding track record in the complete maintenance of private and public buildings, high-rises and low-rises including strata's, multi-unit townhouse complexes, office towers, retail stores, parkades, hotels, warehouses and restaurants.

Despite world economic and industry challenges, New City Contracting Ltd. continues to be successful in almost every category with growth every other year since our inception in 1997. This steady growth means we are now looking for an experienced Project Manager.

## JOB DESCRIPTION SUMMARY

The basic function of the Project Management is on-time and on-budget delivery of general construction projects varying in degree of size and complexity.

## DUTIES INCLUDE (but not limited to):

- Manage the construction budget and costs, and meet or exceed project target net margins
- Manage and coordinate the human and logistical resources for the project
- Prepare schedules and monitor/update them as the work progresses
- Negotiate and award subcontracts
- Follow up on shop drawings and manage Change Notices
- Coordinate site meetings
- Act as a Team Leader internally and within the field to coach, motivate and facilitate continuous improved performance in delivering successful projects
- Perform all other tasks related to managing a construction project
- Build strong relationships with Owners, Consultants and Trade Contractors

## REQUIREMENTS

Applicants must be permanent residents of Canada to apply for this position.

### Education

Required: Technical Diploma (Architectural Technology, Civil Engineering Technology, Construction Engineering Technology) and experience managing projects

Preferred: Bachelor of Engineering, Architecture, Construction or Technology and experience managing projects

### Experience

Required: Five (5) years in the construction business, much of which has been in project management.

Preferred: Ten (10) years in the construction industry with experience in engineering or project management with a building envelope firm in construction or maintenance area.

Applicants must have the following skills and knowledge:

- Positive attitude is a must
- Strong organizational and time management skills
- Drive to succeed and advance with the company
- Excellent communication skills and ability to communicate with subcontractors, suppliers and clients
- Excellent negotiation skills
- Excellent problem solving abilities and experience with complex transactions
- Excellent computer skills including MS Office suite, and the willingness to learn company created software for managing projects
- AutoCAD knowledge an asset but not required
- Experience with SAP an asset but not required

Aside from providing an environment for growth and achievement, you will join a solid and professional team. We are driven, social and vivacious. Each one of us can genuinely say we enjoy every day at work, even the most challenging ones.

Email [recruitment@newcitycontracting.com](mailto:recruitment@newcitycontracting.com) your resume and cover letter including why you are best in your class. Only successful applicants will be contacted for interviews.