

**Job Description:** Project Manager**Scope of the Position:**

Formula Contractors is a heavy civil construction company which works primarily within forestry, mining, oil & gas, and renewable energy industries. Formula specializes in the construction of bridges, foundations, structures, steel erection, pile driving, and earthworks.

The Project Manager is responsible for bidding, procuring, and executing small and large scale operations according to project specifications, budget, schedule, as well as within health, safety, environment and quality standards.

**Responsibilities:**

The successful candidate will have a broad range of responsibilities, including but not limited, to the following tasks:

**Bidding & Procurement**

- Review project proposals/plans. Determine if the project schedule, financial objectives, necessary resources (labor, equipment, and materials) are available to effectively bid the contract;
- Compile competitive bid packages which ensure the profitability of the project, while similarly providing accurate estimates of job costs, timelines, labor, equipment, and material requirements;
- Plan construction methods and procedures according to company priorities with respect to: Safety, Environment, Quality, Schedule and Cost.
- Establish work plans, budgets, and staffing for each phase of the project. Arrange for the recruitment/assignment of appropriate staff and equipment;
- Plan, organize, and direct preconstruction activities. Coordinate project design development. Obtain all necessary approvals (insurance, bonding, permits, etc.);
- Oversee the tendering and awarding of subcontract agreements. Administer/review prequalification package for necessary Subcontractors. Initiate/authorize purchase orders;
- Identify and secure necessary resources, support, and information to effectively proceed with project operations;
- Coordinate the procurement, purchasing, and receiving of equipment/materials/services for all worksites. Develop, maintain, and monitor system (log) to track purchased materials and delivery schedules;
- Assess deliverables for quality assurance. Report damages, shortages, and discrepancies. Initiate non-conformity processes for goods/services which do not meet company standards. Recommend disposal of damaged or defective items and/or return them to vendors;
- Issue or distribute materials, products, parts, and supplies to customers or coworkers based on information on Purchase Requisitions and Purchase Orders. Advise on the appropriateness of parts, supplies, and/or materials requested;
- Implement controls to ensure supplies, tools, equipment, and storage areas are kept in a neat, clean, and orderly manner in compliance with safety regulations;
- Work in compliance with the Occupational Health & Safety (OHS) regulations for the safe transportation, handling, and storage of dangerous goods onsite. Keep records on the use and/or damage of stock or stock handling equipment;

**Management**

- Supervise construction sites and direct Site Superintendents and/or Subcontractors to ensure standards of safety, building performance, quality and cost schedules are maintained;

- Coordinate information and activities among the Company and Customer, as well as with Subcontractors, Vendors, Architects, Engineers, and other technical workers. Utilize project meetings, correspondence, and documentation (as necessary) to make sure contract intentions are met. Control payment by valuation of completed works;
- Prepare project status reports, including updated cost projections and schedules for review. During the course of the job, prepare a production report and compare the actual work with the estimate (production= lineal meters or volume divided by the man hours of the project to date). Use production calculation to the project's ability to effectively meet bid specifications and adjust work method or project scheduling accordingly. Add calculation to applicable budget price references on the Formula Server to ensure accurate bidding references for future use;
- Identify changes in scope or conditions and secure appropriate change orders for project cost and time;

### Marketing

- Develop and maintain client relationships with the goal of repeat profitable business;
- Maintain professional and technical knowledge by attending educational workshops, reviewing applicable publications, establishing personal networks;
- Utilize Company marketing, advertising, and promotional material to increase sales efforts.

### Working Conditions:

This fast paced position will require the successful candidate to both work locally in the Formula Contractors Head Office (located in Prince George, BC), as well as be available to travel extensively, live in camp, and work extended hours (when required).

|                         | Minimal | Moderate | Extensive |
|-------------------------|---------|----------|-----------|
| <b>Physical Effort</b>  |         | X        |           |
| <b>Health Risk</b>      |         | X        |           |
| <b>Sensory Required</b> |         |          | X         |

### Education & Training:

- Bachelor's Degree in Construction Management or Engineering an asset (not required)
- Related Technical Courses

### Experience:

- Five years' experience in industrial or commercial construction project management
- Ten years in heavy construction

### Core Competencies:

- Strong leadership and management skills. Sound business judgment and effective decision making skills;
- Strong interpersonal and communication skills. Able to build and maintain relationships;
- Demonstrate the ability to interact effectively with levels of the organization, exhibiting diplomacy and tact;
- Able to read and interpret plans and drawings. Able to read and understand contracts and proposals;
- Flexible to change and open to constructive feedback;



- Excellent planning, organizational, coordination, and time management skills;
- Effective written and verbal communication skills;
- Able to work independently with minimal supervision and be proactive;
- Able to lead a team and act as a resource/ support to local and site management;
- Strong problem solving skills. Able to proactively identify problems/issues and generate solutions in accordance with company policies and programs;
- Able to maintain confidentiality in all personnel and business matters;
- Able to manage multiple priorities simultaneously in a fast paced environment. Able to meet tight deadlines and work well under pressure. Is proactive, attentive to detail, action oriented, and results driven;
- Travel extensively, live in camp, and work extended hours;
- Possess a valid driver's license and acceptable driving record.