

Construction Project Manager – Calgary, AB

We have an immediate opening for an experienced Construction Project Manager based out of our satellite office in Calgary, Alberta. This position will require some traveling.

Summary: Reporting to the VP of Construction, the Construction Project Manager will be responsible for overseeing and managing multiple projects, from start up, budgeting and scheduling, to project closeouts.

Job Duties include but not limited to:

- Manage projects simultaneously
- Setup and start projects including coordination with building departments, government regulatory bodies, engineers, architects and other consultants
- Manage closeout of projects, ensuring completion of all deficiencies and resolution of any outstanding construction or client issues
- General review of all construction methods and materials and how they relate to building performance, job budget and job schedule
- Conduct and chair site meetings
- Implement and manage site and public safety
- Create, manage and maintain job schedules using Microsoft Project Professional
- Manage and expedite site and subtrade shop drawings and requests
- Liaison with clients, subtrades and suppliers for scheduling, coordination and pricing
- Manage client billings, approvals and expedite change order approvals
- Review of estimate and job costs
- Assist with the evaluation of sub-trade pricing (tender or change) in reference to scope
- Negotiate sub-contract price
- Investigate potential high-risk situations, provide solutions to the best interest of the project and company
- Develop cost saving methods
- Liaison with project coordinators and support staff

Requirements

- Degree in Civil/Structural Engineering or CET Diploma
- Minimum of 10 years' project management experience working with a general contractor within the commercial/retail construction industry
- Proven experience handling projects valued at \$5 Million and more
- Good understanding of building drawings and specifications
- Strong analytical and detail-oriented skills are critical, along with exceptional time management and problem solving skills
- Excellent communication skills, both orally and written
- Self-motivated with strong interpersonal skills to effectively interact with all teams and levels in the organization
- Proficient in various MS computer applications
- Willingness to travel; a valid driver's license is required.

Please apply via email at hr@traugott.com