



K'ul Construction

Project Manager

Job Description

We pride ourselves on continuous evolution. The driving force behind constant business growth is the presence of skilled and dedicated project managers. We're searching for a highly-skilled project manager to contribute to K'ul Construction's growth. The ideal candidate will have construction management experience (5+ years) as well as strong work plan development and progress oversight skills. You will have the opportunity to be take ownership for the overall progress of industrial project assigned.

Objectives of this Role

- Take extreme ownership and develop the project team to ensure maximum performance, providing purpose, direction and motivation
- To provide administrative direction for projects including, costs, schedule, safety, quality and progress
- Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes

Key Responsibilities

- Develop a schedule for project completion including resource allocation and updates to all stakeholders
- Responsible for the overall project performance including schedule, budget, quality and safety
- Provide timely and effective project reporting including monthly project status reports, cost forecasting, cash flows, schedule updates, safety and quality updates and issues
- Review the project plans and specifications and comment on the building design, scheduling, possible savings measures and potential construction problems
- Maintain excellent relationships with municipalities, clients, architect, consultants, subcontractors, and internal project team
- Prepare and obtain Building Permits by coordinating drawings and information required for the application and approval process and assist in obtaining all other permits
- Prepare and issue the project tender packages, including scopes of work
- Review quotations and provide bid analysis and recommendations for approval
- Award the subcontracts and supplier contracts and provide subcontracts and purchase orders for execution

- Provide direction and support that includes mentoring, coaching, supervising and assessing performance
- Organize, oversee and provide minutes for applicable meetings required for the projects including consultant, subtrade, client and internal meetings
- Responsible to obtain project specific insurance and to confirm the required subcontractor insurance is in place and up to date
- Expedite all shop drawings and approvals
- Set up and securely document all project information
- Understand and enforce contractual responsibilities, contract documents and provide dispute resolution
- Handle all change orders including tracking, negotiating, processing and assessing cost and schedule impacts
- Prepare/verify and monitor progress billings from subcontractors and suppliers including confirming final holdbacks
- Monitor site safety and ensure that the requirements of the Occupational Health and Safety Act and the Penticton Indian Band Development Corporation Health and Safety policies are enforced on site
- Ensure that as-build drawings are prepared on an ongoing basis by all trades during the construction period and issue at project close
- Ensure all required inspections are performed and obtain the required occupancy permits for the project
- Review and confirm work required is complete
- Oversee project closeout and evaluate the outcomes

Skills and Qualifications

- Post-secondary education in Construction Management or a related field, or equivalent experience
- 5+ years experience in the construction field, preferably on industrial construction projects
- Ability to effectively manage, timelines and budgets
- Experience in developing detailed project plans
- Superior analytic, problem solving and judgement skills
- Effective communication and interpersonal skills
- Experience with process redesign, process mapping and documentation
- Ability to thrive in a fast paced and constantly changing work environment
- Strong technical skills (Word, Excel, PowerPoint, Outlook)
- Current knowledge of project management tools including Oracle NetSuite Project

Deadline: Friday December 7, 2018 by 4pm
Please email resumes and references to jobs@pib.ca