



## Schedule A - Job Description

### **Project Manager – Residential Construction**

**Directly Reports to:** Divisional Manager

#### **POSITION SUMMARY:**

The Project Manager is responsible for all aspects of the project, working in conjunction with the Project Co-ordinator to ensure the project is delivered on time, on budget and to the required quality standard within agreed specifications. Focus covers all areas of project management, including but not limited to:

- Sales/Estimating
- Project Management
- Customer Service

**RESPONSIBILITIES**, Including but not limited to the following:

#### **SALES/ESTIMATING**

- Outside Sales:
  - Market and sell ECSI product offering within Residential setting
- Inside Sales:
  - Recommends and refers intercompany product offering within existing portfolio
  - Recommends and refers scope growth within existing portfolio
- Define a detail scope per client specifications
- Prepare estimate sheet detailing:
  - Labour hours
  - Material spec
  - Equipment spec
  - Other (consulting, 3rd party services, etc.)
  - Schedule constraints
- Liaise with Project Coordinator in quote preparation
- Liaise with client to secure PO
- Initiate Job Setup with Project Coordinator upon receipt of PO

#### **PROJECT MANAGEMENT**

- Manages project life cycle from contract award to through to project closeout including:
  - Scope execution
    - Liaise with SI to ensure scope execution
    - Site audits
  - Scheduling
    - Communicate through operations team to ensure client expectations are met
  - Participate in scheduling meetings clearly define resource and schedule requirements



- Monitor project budget to execute project as estimated
- Communication with stakeholders (client, internal operations) regarding:
  - Scope Change
  - Schedule Change
  - Budget Constraints
  - Progress reporting

#### **CUSTOMER SERVICE/CLIENT RELATIONS:**

- Liaise with client through project life cycle to ensure spec and Company QA/QC standards are achieved
  - WIP client meetings as required
- Secure positive customer satisfaction
- Support Accounting as needed to expedite payment

#### **LEADERSHIP**

- Help build and lead, leads and deploys the best quality team
  - Participate in employee development process
- Support team to promote open communication, customer service excellence and industry leading reputation for quality and safety

#### **BRAND RELATIONS:**

- Act as "Brand Ambassador" at all times
- Recognize and refer intercompany services
- Help build and preserve Environmentalall Contracting Services Inc. brand

#### **STAKEHOLDER RELATIONS:**

- Support team to balance and satisfy 4 key stakeholders simultaneously:
  - Client
  - Employees
  - Shareholders
  - Authorities

#### **COMPLIANCE**

- Ensures compliance with company and legislative health and safety standards:
- Ensures compliance with company policies and procedures.
- Ensures compliance with legislative code standards
- Communication and co-ordination with HR, including but not limited to:
  - Employee Handbook (Policies and Procedures)
  - H&S Manual
  - Standards of Conduct
  - MOL OHSA
  - ESA
  - Other

#### **EDUCATION and EXPERIENCE:**

- University degree or college diploma in business, or construction, and/or 10+ years' experience in the construction industry



- 5+ years' Management experience

**TRAINING:**

- Basics of Supervision
- Supervisor Health and Safety Awareness in 5 Steps
- WHMIS
- Working at Heights
- Standard First Aid with CPR A + AED