



LYDALE

Project Manager - Job Description

Overview

The Project Manager oversees the production and coordination aspect of the project using planning, monitoring and controlling processes. The Project Manager is responsible for completion of the project on time, on budget and on spec. To this end, the PM performs a variety of tasks including, but not limited to, coordinating all resources and stakeholders; dealing with sub trades, setting deadlines and schedules; assigning responsibilities; and monitoring, summarizing and communicating the progress of the project. The PM must be highly organized, a strong communicator and able to work independently as well as part of a team.

Responsibilities

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team/estimators
- Effectively applies our methodology and enforces project standards.
- Minimizes our exposure and risk on project.
- Is safety oriented
- Ensures project documents are complete, current, and stored appropriately
- Coach, mentor, motivate and supervise project team members and sub trades and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Plan jobs in order to accomplish goals within constraints such as time, cost and agreed quality standards
- Schedule tasks, deadlines and milestones for all stakeholders and resources
- Coordinate communication between staff and third parties acting on behalf of the client
- Efficiently and competently manage problems -- when things go off plan (due to scope-creep, changed requirements, missed deadlines etc.) bring them back on plan or create a new plan with the assistance of key-stakeholders
- Intimately understand the requirements of the project and ensure that work proceeds on spec



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- Evaluate deliverables prepared by the team to make sure the work meets requirements and maintains a high level of quality
- Constantly monitor and report on the progress of a project to all stakeholders
- Create, maintain & constantly look to improve production processes
- Work with the Estimators and production team to estimate costs & budgets
- Work with the Estimators and production team to come up with strategies to reduce project cost
- Schedule and attend meetings with clients
- Obtain, discuss and follow-through with feedback from client s'
- Investigate and answer clients' questions
- Support & help trouble-shoot delivered work during project and post-project
- Ensure client expectations are met and exceeded in terms of quality of product and service delivered

Terms

Fulltime/Permanent
Job availability is immediate
Competitive Salary
Benefits

To apply please contact:

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