



Job Description

Job title	<i>Commercial Project Manager</i>
Reports to	<i>Director of Commercial</i>

Job Purpose

Ensure the project is completed on time and within budget, that the project's objectives are met and that everyone is doing their job properly. Projects are usually separate to usual day-to-day business activities and require a group of people to work together to achieve a set of specific objectives. Oversee the project to ensure the desired result is achieved, the most efficient resources are used, and the different interests involved are satisfied. Work to obtain the highest customer rating possible.

Duties and Responsibilities

- Fully understand estimate(s), contract documents and project scope of work.
- Setup, populate, edit and monitor Plan Grid or other platforms to ensure they contain all current project documents and information.
- Release project suppliers and monitor submittals to ensure delays do not occur.
- Review all submittals and all shop drawings for accuracy and to ensure compliance with contract documents.
- Coordinate and expedite materials and information for field execution teams.
- Daily monitoring and editing of the Project Logistics tracking document to make sure we are tracking all pertinent job related submittals and materials and that sufficient lead time is being allowed to ensure approvals, fabrication and delivery of materials on time for the execution of the work.
- Act as liaison with GC/Architect for projects assigned, including correspondence regarding status of construction, creating/tracking and closing out RFI's, change management issues, and responding to questions.
- Document control – Logging and tracking plan changes, ensuring execution teams have the correct most updated plans and that the work is being constructed in accordance with the contract requirements
- Coordinate pre-install and closeout meetings
- Assist Superintendent with review of project proposal to determine time frame, budget, procedures, staffing, allotment of resources, and project schedule.
- Creation and submission of change orders (Director of Commercial review/approval prior to submission)
- Maintain accurate records of contract changes and internal contract adjustments
- Maintain orderly documentation of all transactions
- Assist with preparation of notices to the owner/GC's in the event of damages, potential delays or changes
- Attend jobsite meetings

- Track work progress in order to prepare monthly project billings

- Representing the client's or organization's interests
- Providing advice on the management of projects
- Carrying out risk assessment
- Making sure that all the aims of the project are met
- Making sure the quality standards are met
- Using IT systems to keep track of people and progress
- Monitoring sub-contractors to ensure guidelines are maintained
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

Degree in Business, Engineering, Construction Management, Architecture or a related field or 5+ years of relevant field experience. Construction-related certifications are desirable.

- Organizational skills
- Analytical skills
- Well-developed interpersonal skills
- Numeracy skills
- Commercial awareness
- Communication skills
- Team working skills
- Diplomacy
- Ability to motivate people
- Management and leadership skills

Physical requirements

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

Project Engineer