

## McNALLY CONTRACTORS (2011) LTD. POSITION PROFILE

<b>Position:</b>	<b>Project Manager</b>	<b>Status:</b>	Full Time - Hourly
<b>Company:</b>	McNally Contractors (2011) Ltd.	<b>Location:</b>	Lethbridge, AB
<b>Division:</b>	All Division	<b>Supervisor:</b>	Construction Manager
<b>Is this Safety Sensitive position?</b>		<b>Yes</b>	

**Volker Stevin Canada and its subsidiaries** across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

### Position Rationale

The **Project Manager** will provide overall support for construction projects within the City of Lethbridge and the surrounding area. Primary responsibilities will include project management, establishing preliminary construction schedules, procurement of materials, and coordinating subcontractors. Extended responsibilities will consist of accurate and timely preparation of progress estimates, job costing, and surveying.

### Position Accountabilities

#### Project Supervision:

- Develop a project plan for each approved project, defining project goals, objectives, risks, assumptions, staffing levels, roles & responsibilities.
- Develop preliminary construction schedules and other project schedules.
- Read and interpret project plans and specifications to procure materials that match job specifications.
- Supervise construction projects to ensure they follow planned estimates.
- Coordinate with subcontractors.
- Identify and work to rectify any major discrepancies on projected project costs and construction standards.
- Perform on-site inspections once project is underway.
- Progress reconciliation and billing.
- Measure and/or confirm field measurements for final billing reconciliation.

- Keep an accurate record of all information required to deliver on the project efficiently, produce the necessary reconciled billings up to final product delivery and final invoicing.
- Review and submit required technical submission for projects.
- On a project-by-project basis, lead assigned project personnel, this could include project coordinators and field coordinators.

**Estimating:**

- Support and assist with the delivery of estimates that are timely, accurately, well thought out, to ensure success on bidding and award of projects.
- Review tender specifications and drawings.
- Prepare estimating takeoffs.
- Prepare bid estimates.
- Attend pre-tender meetings.

**Teamwork:**

- Ability to work as part of a team, but also work well independently.
- Communicate with the team to promote an environment of high-level project management and estimating practices and results.
- Support field crews to ensure projects are delivered in a safe, efficient, timely and cost-effective manner
- Provide on-going communication with internal team, direct supervisor, field crews and clients on all phases of project construction
- Collaborate, coordinate, guide and support the field team so crews are working safely, project is progressing accordingly so overall service delivery levels are optimized.
- Work side by side with the field team to complete the finished product for client delivery

**Professional Development:**

- Partner with supervisor on aligning skills development with position requirements, present and future
- Take the initiative to learn and develop own skills to optimize delivery of accurate and timely project estimating activities
- Build positive relationships through regular and intentional interaction with the Infrastructure Construction Community, e.g., Consultants, Associations, etc.

**Customer Service:**

- Project a professional image in dealing with the public, internal and external clients, suppliers, and subcontractors
- Ensure all contact with client is handled in a constructive, productive, can-do, problem-solving approach, contributing for overall customer satisfaction
- Collaborate, coordinate, guide and support the field team so crews are working safely, project is progressing accordingly so overall service delivery levels are optimized
- Supervising construction projects to a high level of service standards to meet customer requirements by ensuring project is being conducted as it was projected and addressing any changes that are required

**Working Environment / Conditions:**

- Willing to work hours that are associated to the construction industry, including overtime and weekends when required.
- Travel to work sites as required.
- Outdoor work in various weather conditions, extreme cold, ensure preparedness with proper clothing & PPE.
- Fast-paced work with tight deadlines.

**Safety:**

- Actively engage in the company’s culture of Safety Excellence.
- Engage management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
  - Participating in all relevant safety training
  - Reporting conditions as perceived unsafe
  - Participate in safety training as required
  - Follow environmental and safety policies and procedures
  - Being aware of any safety and environmental issues on all project sites under his/her supervision
  - Ensure safety meetings are held, review safety minutes and concerns, and ensure concerns are actioned and corrected in a timely manner by supporting the Foremen & Superintendents.



**Position Requirements**

**Qualifications & Experience:**

- 5 years supervising/project management experience or a combination of related field experience
- Certified Engineering Technologist (C.E.T.) or Civil Engineer (EIT minimum) designation preferred with a Civil background preferred; however, a combination of relevant education and heavy construction experience will be considered
- Survey experience, considered an asset
- Project Management Professional (PMP) Certification or the intent to pursue certification, considered an asset
- Manage projects throughout Lifecycle from estimating, pre-construction to FAC
- Competent at reading and interpreting plans and specifications
- Experience supervising a construction crew using a collaborative and results oriented approach
- Microsoft Office proficiency (Excel, Word)
- Experience with an ERP system, ViewPoint / MS D365 Software, Construction bidding software (InEight), considered an asset.