



Construction Project Manager

Two year term position

REPORTS TO: Development Coordinator

SUMMARY

The Construction Project Manager assists the Development Coordinator to manage new construction projects, major renewal of existing properties, and performs other duties as required.

DETAILED JOB DESCRIPTION

- Liaise with the Development Coordinator to provide input on construction materials, methods, and design for new construction projects, as well as contractor selection.
- Review and evaluate bid documents and make recommendations on award.
- Create and maintain bid/award files and schedules.
- Prepare construction and/or renovation schedules.

- Monitor budget and schedule for compliance.
- Prepare construction cost estimates.
- Provide cash flow projections and purchase order requirements to ensure optimal use of cash resources.
- Provide timely analysis of construction project expenditures to assist with the submission of request for construction advances.

- Undertake construction contract administration
- Act as liaison between contractors and consultants.
- Negotiate with contractors as required.
- Evaluate and recommend requests for changes to contract during construction.
- Issue sub-trade tenders if needed for post-construction program.
- Evaluate, track & process change orders received from the consultant.
- Administrate, coordinate and supervise work on site, as required.
- Provide periodic site inspection for work in progress and issue reports.

- Provide regular project status reports to Development Coordinator
- Issue/review construction meeting minutes and follow up.
- Execute deficiency inspections as the Owner's representative.
- Assist with warranty issues.
- Maintain archive for construction document control.

- Other duties as may be assigned from time to time.

EDUCATION/EXPERIENCE

- Architectural or engineering diploma or equivalent field experience

- Minimum ten years experience in project planning, budget preparation, cost control, negotiation, scheduling, contract administration, site review, tenant/trade coordination, estimating, scheduling and project team management
- Proficiency with Microsoft Project, Word, and Excel
- Valid Ontario Class G Driver's License and working vehicle is required

SUMMARY OF BENEFITS

Summary of Benefits	
Vacation Allowance	earned at 1.25 days/month (15 days per year)
Sick Leave	earned at 1.25 days/month (15 days per year)
Other leave with pay (birthday, jury duty, bereavement)	eligible
Long term disability/drug plan	negotiated at time of employment
Supplementary Med. Plan (dental /eyewear)	eligible after one year of continuous employment
EAP- Employee Assistance Plan	eligible after initial probation or 6 months
OMERS Pension	eligible after 2 years of continuous employment

For more information, visit www.ccohousing.org

Please forward your resume to hireing@ccohousing.org before March 12.