

## PROJECT MANAGER

### Description

The role of the Project Manager oversees and directs construction projects with a focus on planning and execution, and finalizing projects safely, according to deadlines and within budget. This includes estimating, planning the project, resource direction and working with the Project Team. A successful project manager will coordinate the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. They will also maintain worker safety, oversee quality control, and ensure production schedules are met on time and on budget.

### Responsibilities

- Direct & manage project development from start to end, exceeding client expectations
- Estimate & Budget Projects
- Communicate directly with contractors/designers/client on project cost, staffing, and scheduling.
- Prepare project status reports and works to ensure plans adhere to contract specifications.
- Ensure Company Safety Goals are met
- Ensure Company Policies & Procedures are followed
- Contract Management
- Set and continually manage project expectations with team members and other clients.
- Proactively manage changes, identify issues, and devise contingency plans
- Plan/estimate the resources and participants needed to achieve project goals.
- Delegate tasks and responsibilities to appropriate personnel.
- Develop and deliver progress reports, requirements documentation, and presentations.

### Skills & Experience

- 5+ years' experience in Project management, construction management, or construction project estimating
- Demonstrated safety record on Past Projects
- Oilfield construction experience is an asset.
- Pile driving, foundation, and heavy civil experience in a supervisory role
- Demonstrated experience in personnel management.
- Be able to work independently and in a team-oriented, collaborative environment is essential.
- Strong written and oral communication skills.
- Strong interpersonal and customer service skills are an asset
- Able to multi-task and meet strict deadlines

Interested candidates are encouraged to apply with their cover letter and resume. We would like to thank all applicants for their interest but only those selected for an interview will be contacted. Please fax to 780-538-3350 or email [jharker@rcl.bz](mailto:jharker@rcl.bz).