

# JOB DESCRIPTION

## Project Manager/ Estimator



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### Dual Role

#### Role 1 – Project Manager

The Project Manager essentially manages all aspects of the construction process (initiating, planning, execution, monitoring & controlling, and closing) to ensure compliance with approved drawings, specifications, building codes/regulations, OH&S standards, customer service standards, quality control standards, and Roma Building Restoration Guidelines.

Core duties:

#### Project Planning –

- Obtain all start up documentation, including labour & material bonds, insurance certificates (including the Owner and Consultant as additionally insured) and building permit
- Coordinate/respond with Client representative (i.e. consulting engineer) regarding the delivery of all required documentation
- Assist with risk management planning – i.e. based on past experiences and lessons learned, advise of what could be improved and suggest action items to mitigate potential risks
- Attend pre-construction meetings
- Determine roles and responsibilities for each project
- Input new project in project status, and update team on the high level key points of the project

#### Project Execution –

- Coordinate with Site Superintendent to ensure all resources are set up.
- Review CCDC contract to ensure it is ready to be signed by Principal Owner (i.e. check contract amounts, project start and completion dates, contractor and Client addresses, etc.)
- Coordinate with Engineers/Owners regarding Notice of Project
- Assign tasks to the Assistant Project Manager

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### Project Monitoring and Controlling -

- Monitor and control customer satisfaction throughout the project life cycle – ensure there are strong lines of communication between all parties, and provide timely responses
- Maintain timely and accurate records of all project related activities including the preparation/updating of project status summary and monthly financial reports. Monthly financial reports should include amounts committed versus billed to date.
- Prepare DRAFT invoices/item breakdown and submit invoices to Consultants/Clients
- Once draft invoices are approved, prepare final copy and provide required documentation (i.e. Statutory Declaration, updated WSIB)
- Provide timely follow ups to all issues to both the Client and the head office management
- Establish and maintain a positive professional working relationship with “External Clients” (i.e. Consulting Engineers, Property Managers) and “Internal Clients” (Principal Owners, and the Principal of Business Management)
- Ensure that all projects are executed as per specifications, are on budget and on schedule
- Update Senior Management on a regular basis and communicate relevant issues and any changes to the original scope of work in a timely manner
- Conduct regular quality control site reviews to see work in progress
- Be able to discuss current progress of work for all projects
- Ensure adherence to management agreement
- Identifies and communicates opportunities and challenges that affect financial results to senior management
- Must be able to observe ongoing work and provide recommendations to improving work practices
- Must be able to review project site issues, and provide optional solutions and associated impacts to cost/budget/quality control/customer satisfaction
- Inspect work in progress and perform post construction review with Client/Client representative

### Project Closing –

- Ensure that all close out documentation are prepared
- Provide a summary of lessons learned

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- Provide recommendations to improve the performance of future projects with similar scopes of work

Other duties –

As requested by Principals

Qualifications:

- A minimum of 5 years of experience in overseeing Structural and Building Envelope restoration of high-rise multi-residential buildings
- A strong background in Architectural and/or engineering principles
- Specific experience includes the rehabilitation of exterior walls, balconies, and parking garages
- Experience with the coordination of contractors, sub-contractors, and other vendors
- Excellent communication and organizational skills
- Thorough understanding of residential building practices
- Working knowledge of Microsoft Excel, Word, and Outlook

### **Role 2 – Project Estimator**

The Project Estimator essentially assists the Sr. Estimator on all aspects of the construction estimation.

### **Core duties:**

#### **TENDER PROCESS –**

- Assist in preparing and submitting pre-qualifications
- Reviews tender calls and prepares required documentation
- Review specifications to understand scope of work, and bid bond requirements
- Review any concerns and inquiries regarding the project specifications with the project manager
- Attend pre-tender meetings, inquire about potential problems

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- Provide comprehensive site photos – download to project files
- Prepare sketches to communicate site details, for pricing purposes
- Assists PM in taking field measurements and performing quantity take offs
- Preparing excel sheets with the bid form ready for pricing input
- Keep up to date with all current and potential projects
- Assist PM in soliciting competitive sub-Trade and material costs for tender submission
- Assist team to develop project schedule, including key milestones
- Assist PM in obtaining bonds, submission requirements, etc.
- Submit tender document on the closing date
- Assist PM in generating quotations
- Seeking clarification on work items with the Consulting Engineer
- Generate AutoCAD drawings for quotations, if required
- Filling out and completing tender bid forms for submission
- Updating cost tables

### **PROJECT EXECUTION (project kick-off) –**

- Assist PM in obtaining all start up documentation, including labour & material bonds, insurance certificates (including the Owner and Consultant as additionally insured) and building permit
- Generate AutoCAD drawings for permits, if required
- Generate construction schedules for Client reference
- At the discretion of the PM, coordinate/correspond with Client representative (i.e. consulting engineer) regarding the delivery of all required documentation
- Input new project in project status, and update team on the high level key points of the project
- Coordinate with Engineers/Owners regarding Notice of Project
- Put together construction information boards that include safety information, jobsite information, emergency numbers, etc.
- Perform miscellaneous tasks assigned by the PM

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### PROJECT CLOSING –

- Ensure that all close out documentation (i.e. labour and material warranties, as-builts, substantial completion, stat. dec for HB, etc.) are prepared.