

---

## **Company Overview:**

Elevate Construction Management is a Toronto-based construction manager established to provide clients with an unmatched level of attention, care, and customized management style. Our team strives to streamline the construction management process to deliver exceptional client satisfaction. We are on a mission to set a new standard of service and project execution.

## **The Opportunity:**

This role presents to an ambitious individual that is excited about the opportunity of joining a growing company in the early stages. This will provide candidates who love to take on challenges a great opportunity for long-term growth and learning. The candidate will be given autonomy and responsibility but also management support within a collaborative team environment.

We are looking for people with a curiosity to challenge status quo and to push for better ways to do things. Our approach is based on much more effort in pre-con and setting up a proactive project environment. This makes the construction phase much more efficient and increases the likelihood of project success.

## **Job Summary:**

The role of the **Senior Project Manager** is to provide leadership and direction to various project managers and deliver multiple mid-rise and high-rise projects successfully. This person is a valuable member of the senior leadership team and is involved throughout all phases of the project life cycle. The Senior Project Manager will assist in implementing processes and procedures to ensure our company is on track to deliver on our mission. This individual is a mentor to younger staff and represents our company professionally and proudly with clients and various stakeholders.

## **Responsibilities:**

- Collaborate with the President in the pre-construction stage to establish budgets, schedules, review drawings, and execute long-lead site prep tasks.
- Provide leadership and direction during the construction drawings coordination phase and ensure critical company processes are being executed.
- Supervise, mentor and oversee various project management staff on multiple projects in the pre-construction and construction phases.
- Provide leadership and support to the site management team and resolve escalated matters in a timely manner.

- Collaborate with the general site super to ensure proactive project management processes are being implemented and the team is continually looking for ways to improve schedule and add value to the project.
- Develop detailed construction budgets and construction schedules in collaboration with senior management.
- Creative and timely problem solving and corrective action to project plans as required.
- Ensuring all company policies, procedures and standards are maintained.
- Oversee project staff to ensure all change order, purchase order, RFI, submittal, and document control processes are being executed.
- Provide sign-off on monthly invoices, and ensure timely payment of subcontractors.
- Represent our company in a professional manner while meeting with owners, architects, trades, and any other project stakeholders.
- Lead various project meetings and communicate effectively with various project team members.
- Ensure the project manager prepares detailed project reports to ownership and communicate project progress and areas of risk that need to be escalated.
- Provide leadership to the team during the tendering phase: drawings coordination, tender schedule development, scope development, scope review meetings, preparation of full tender packages, comprehensive bid recaps, managing RFIs and addendums, recommending award, updating budgets, and ensuring contracts are executed in a timely manner.
- Collaborate with the project team and development team to ensure all site prep and pre-con activities are in place in a timely manner. This includes obtaining all required building permits, utility disconnects, temp construction services, and site staging plans.
- Ensure the team is executing the company change control processes such that all project changes are identified, logged, thoroughly analyzed, approved by ownership, change orders issued, budgets updated, and drawings and submittals impacted are updated.
- Ensure detailed pre-start meetings are conducted for various work packages to collaborate with trade contractors, proactively flag potential issues on the drawings, review site conditions, and ensure all drawings and submittals are fully coordinated.
- Provide ownership and accountability of all project construction budgets.
- Provide ownership and accountability of all project schedules and detailed mini schedules. Ensure trade contractor schedules and contracts are in line with our agreed project schedule.

### **Qualifications:**

- Bachelor's degree, preferably in construction science, engineering, or related field from an accredited institution.

- Minimum 10+ years of construction related experience, including multiple completed full project cycles on a mid-rise or high-rise project.
- Demonstrated experience building mixed-use high-rise/mid-rise buildings within the GTA is ideal.
- Strong communication skills with ownership, clients, investors, and various stakeholders.
- Ability to read and interpret detailed construction drawings and specifications and communicate findings to the team.
- Ability to create and manage construction schedules.
- Ability to create and manage construction budgets.
- Knowledge of building codes and site safety essentials is an asset.
- Proficiency in Microsoft Office software including Microsoft Project and Excel.

### **Personal Attributes:**

- High levels of initiative, self-direction, and attention to detail.
- Ability to work independently and in a team environment.
- Ability to direct the troubleshooting and resolution of highly complex or unusual construction problems.
- Highly organized individual capable of prioritizing work, managing multiple deliverables, and managing project resources.
- Willingness to take on responsibilities with a commitment to execute and deliver on promises.
- Comfortable making decisions with a strong decision-making skillset.
- Excellent communication and interpersonal skills.
- Analytical thinking with the ability to grasp new concepts quickly.
- Curious mind that questions responses, seeks alternatives and looks for the best option.
- Takes pride in work, is dependable, and executes with thoughtfulness and a high level of care.
- Passionate about building homes, impacting communities, and pushing for positive change in the home-building industry.
- A track-record of taking on challenges and seeking self-growth and continuous learning.
- Ability and willingness to manage and mentor younger project staff.
- High levels of empathy and integrity and the ability to build trust and working relationships with various project stakeholders.

### **Compensation:**

- Will vary based on experience
- \$200K+ potential earnings
- % equity stake in company for the right candidate