



*Paid weekly with direct deposit. Full medical benefits through the Merit Contractors Association for ALL of our employees.*

### **KERR Interior Systems Ltd.**

Please complete your application, that way as soon as a position opens up we can contact you to see ensure you are interested. Please keep us updated about your availability and career development by maintaining our application profile.

### **COMMERCIAL CONSTRUCTION PROJECT MANAGER**

At KERR our Project Manager plans, directs, coordinates and oversees, through supervisory personnel, all activities concerned with the various phases of construction projects, to ensure goals and objectives are successfully attained including schedule, budget, communication, quality and safety.

#### **Pre-Construction Responsibilities**

- Studies job specifications to determine appropriate project construction methods.
- Attends pre construction meetings as required with architects, general and subcontractors.
- Researches availability for project specified specialty products / vendor requirements for purchasing department procurement. Determines lead times and payment dates for specialty products, including shop drawing requirements; advises controller and purchaser for planning purposes.
- Ensures LEED documentation is supplied to the General Contractor (as applicable to the project)
- Establishes or verifies material requirements against project estimate for further action by purchasing department.
- Develops, communicates and executes project start and completion dates utilizing the customer or general contractor's schedule.

#### **Construction Phase Responsibilities**

- Provides leadership, proactively manages and oversees project to monitor compliance through onsite inspection for quality assurance conformance to specifications / use of materials and equipment, adherence to schedules and budget, building and safety codes.
- Proactively reports to customer and/ or general contractor, regular project status updates, resolves risks / issues that may impact timely project completion.
- Confers with onsite project supervisors to provide technical advice, assists with planning, organizing and coordination of employee and trade work assignments / priorities, problem resolution including installation issues, personnel grievances / complaints and safety.
- In collaboration with other company project managers, determines project labour requirements and adjusts resources as necessary to ensure project success and timely completion.
- Effectively manages and dispatches required information for contractor or company motivated change orders to all concerned, including on-site supervisors and project estimator.
- Tracks the Budget for the project to minimize or avoid cost overruns. Reports immediately to Senior project managers and estimator when cost overruns are found or predicted.
- Assists company Engineering Technologist to prepare and revise AutoCAD and shop drawings as required
- Reviews employee timesheets in advance of payroll processing, checking for errors in hours and cost-code allocation.

#### **Project Close Responsibilities**

- Coordinates project close activities / requirements with customers, architects, employees and management.
- Dispatches warranty letter product data to customer or general contractor
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### **Performance Reviews**

- Conducts annual Performance reviews of all Team Leaders which are working on this persons projects at the time of the review

### **Additional Responsibilities**

- Conducts annual Performance reviews of all Team Leaders which are working on this persons projects at the time of the review
- Selects or participates in the selection of project manpower requirements.
- All employees of KERR are expected to help out wherever needed, so you may be asked to help in areas outside this job description, which could include Estimating, purchasing, reporting, data entry, filing, etc.

### **Knowledge, Skills and Abilities**

- Demonstrated ability to follow detailed instructions from a manager to successful completion
- Demonstrated ability to organize and coordinate Project documents
- Ability to read and interpret Architectural and Structural blueprints
- Excellent computer skills, including Microsoft Office and Microsoft Project
- Experience with AutoCAD or similar mechanical CAD drafting package a desirable asset.
- Experience with BIM (Building Information Modeling) and 3D modeling a desirable asset.
- Strong commitment to achieving quality including a very strong attention to detail
- Proven ability to solve problems that can be resolved within this job description versus those that need escalation and the ability to properly escalate these issues
- Verbal and written skills for preparing reports and recommendations
- Good interpersonal skills
- Demonstrates a good work ethic

### **Qualifications**

- Desire to work in a non-traditional, participative work environment, including the willingness to participate in an ongoing training program and cross train employees throughout the process
- CET Certification
- Valid Driver's license and Drivers abstract
- Interest in and the ability to lead employees and delegate work assignments