



PROJECT MANAGER POSITION PROFILE

Location: Squamish, BC
Industry: Development & Construction
Salary: Competitive Wages

ABOUT DHD CONSTRUCTION LTD.

DHD Construction Ltd. is a Squamish-based, full-service construction and development company that for over fifteen years has specialized in creating residential real estate communities and building beautiful homes with passion in Squamish, Greater Vancouver and Whistler. We bring craftsmanship, sustainable design, business sense and professionalism to all our homes in the Sea to Sky corridor and take great pride in completing Squamish's first Net Zero, Zero Emissions, Step Code 5 home.

As part of the DHD team, there are three key values that guide our words and actions – a commitment to leadership; to build and act with integrity; and teamwork. These values are part of every decision we make to ensure the best possible outcome for our clients, employees, partners and communities in which we live. Our unwavering commitment to our company culture ensures we:

- Build sustainably, drive change, raise the bar and never stop learning;
- Build quality, care about people, think like an owner and do it right way; and
- Communicate, show support, share ideas, find solutions and be dependable.

Finch Drive in Squamish is DHD's latest project. DHD has secured four stunning mountainside view properties in central Squamish totaling over 20 acres. This future master-planned community will use modern building technologies to achieve some of Squamish's most energy efficient, multi-family homes. We are seeking an experienced **Project Manager** to oversee the planning, execution and deliverables of construction projects on time, within budget, and in accordance with specifications. This role ensures efficient delivery of project deliverables, effective quality control and clear communication of expectations to stakeholders throughout each projects' lifecycle. The Project Manager reports to the Director of Construction.

THE ROLE: RESPONSIBILITIES and ACCOUNTABILITIES

As a member of the Management Team, support strategies and assist in providing direction for the organization. Be knowledgeable about company goals and financial progress. Support the strategic plan to advance the company's mission and objectives and to promote revenue, profitability, and growth as an organization.

Communicate with the Director of Construction on any and all issues that could be detrimental or create new opportunities.

Create and lead a culture of respect, integrity, and open communication. An environment that is conducive to teamwork and that delivers a high level of customer satisfaction, revenue growth, and profitability.

Assist the development team on assigned projects through the review of development plans and design drawings including reviews of electrical, mechanical, structural, landscape, architectural, and interior design drawings and specifications to ensure they are properly coordinated and adequately reflected of the commitment made by DHD in the contract or to support project vision and objectives.

Review each project in-depth including all scopes of work to plan and prepare construction schedules, deliverables, estimated costs, and milestones, and monitor progress.

Prepare project, construction and post construction schedules overseeing and managing assigned construction projects from conception to completion.

Create budgets considering plans, design, requirements, project vision, scope and cost saving analysis. Submit finalized budget to finance department.

Administer monthly invoice process including the approval and coding of invoices.

Prepare scope of work based on project requirements including the tendering, selection, and coordination; creating and managing schedules; and ensuring sub-contractors are on schedule for each project.

Support the Director of Construction with information to acquire all project liability and course of construction insurance.

Lead the creation of all project specific shop drawings and oversee their implementation through consultant sign off.

Prepare and manage all site instructions and change orders for designs, plans, specifications and requirements that are different than IFC documentation.

Meet contractual conditions of performance.

Oversee the selection of machinery and equipment to ensure alignment with approved budgets.

Oversee all onsite and offsite construction to monitor compliance with building and safety regulations.

Manage site supervision team, review their deliverables and continuously develop their knowledge and capabilities.

Manage job site progress and ensure quality construction standards and the use of proper construction techniques per DHD and industry standards.

Analyze, manage and mitigate risks.

Manage the site team through a successful project close out and client satisfaction process including requesting letters of assurance and schedules; home warranty certificates; maintenance; warranty and home owner manuals; as built drawings; and project completion reports.

Oversee the interviewing/selection process for new hires within the department. Work with the Site Supervisor, Assistant Site Supervisor(s) and hourly staff including carpenters and labourers to ensure the effective onboarding orientation, training and coaching of all new construction staff.

Complete other duties that may be assigned from time to time by the Director of Construction.

Provide mentorship and support to project management team to ensure they have all the tools and collateral required.

I. Qualifications

Education and Experience

- A Bachelor's Degree or Diploma in construction management, architecture, engineering or a related field preferred;
- Minimum 3-5 years of experience in construction management;
- Familiarity with construction management software packages;
- Valid Class 5 BC Driver's license;

Skills

Comprehensive knowledge of:

- Advanced construction management processes, means and methods;
- Building products, construction details and relevant rules, regulations and quality standards;
- All facets of the construction process;
- Construction project budgeting, cash flow schedules and forecasts;
- Microsoft Office including word and excel software applications;
- Risk assessment and change management;

Proven skill in:

- Leadership;
- Strategic thinking;
- Problem-solving with the ability to effectively plan, prioritize and execute;
- Effectively engaging management level staff, employees and stakeholders in order to build partnerships, achieve strategic initiatives and attain organizational goals;
- Interpersonal relationship building;
- Conflict and crisis management;

Demonstrated ability to:

- Analyze organizational structure, identify processes and implement approved recommendations;
- Drive goals and results while maintaining quality and attention to critical details;
- Collaborate with a variety of stakeholders to produce high-quality results;
- Motivate and lead team;
- Guide, coach and develop team;
- Communicate and present clearly and confidently including translating technical language to lay audiences;
- Produce clear, concise and accurate proposals and reports; and
- Innovate, while staying current with industry trends and best practices.

DHD has a comprehensive benefit package that includes competitive salaries, performance and investment bonuses, extended health and dental benefits, paid sick time, generous vacation and flexible work arrangements. For more information about DHD, visit us online at www.dhdev.ca.

TO APPLY

Candidates are asked to submit a resume and cover letter in one document formatted as pdf detailing experience and qualifications to admin@dhdev.ca

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**