



## JOB DESCRIPTION

POSITION: Project Manager  
REPORTS TO: General Manager

DIVISION: Multi Family / Commercial  
DATE PREPARED: November 1<sup>st</sup>, 2022

## BRIEF DESCRIPTION OF RESPONSIBILITIES

### **About Q!**

Greg Landry and Steve King founded Q Construction Management with a passion to achieve excellence and deliver successful projects. Their combined 35 plus years of experience in the construction industry provides the insight necessary to understand the core values and systems of each customer.

As our name suggests, Q is a construction management firm, we support our clients across Western Canada and more. Our head office and majority of work is in Calgary with operations in Edmonton and the Okanagan. Our area of expertise includes multi family and commercial new builds, tenant improvements and renovations.

Q thrives on relationships. Our relationships are built off integrity, transparency, and collaborative business practices. These qualities are vital to ensure every project receives the focus it deserves...and we have fun along the way!

### **OBJECTIVE:**

As the Project Manager you will oversee greenfield multi-family projects and provide overall support to the entire project team. Working in union with Q's leadership team, our project superintendent, and coordinator, you will manage the budget, schedule, and procurement along with being our direct liaison with the client and consulting team. The Project Manager is vital for the fulfillment of the promises we make to our customers. Q's vision, brand, and customer experience rely on the professional execution of the responsibilities of your role.

You will have full support from Q's leadership team, coordination group in addition to access to our company systems, process, and infrastructure.



### **RESPONSIBILITIES:**

- Manage and award contracts to subcontractors
- Conduct tenders
- Prepare tender summaries and do cost comparisons
- Prepare project schedule
- Setup and manage budget and provide monthly updates
- Ensure that invoicing by subcontractors is staying within contracted amounts
- Work with the accounting team to ensure all project costs are being correctly allocated
- Prepare scopes of work for all subcontractors
- Work closely and collaborate with the site supervisors
- Manage and run trades meeting; follow up with action items as required
- Provide back up and information to site supervisor
- Manage change order process
- Prepare weekly reports
- Coordinate C-schedule paperwork
- VI paperwork
- Review and approve shop drawings
- Collaborate with engineers and architects
- Order materials
- Manage site instructions and RFIs and follow up on action items

### **QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in CPM, CET, AT or equivalent
- Journeyman Carpenter or Superintendent
- Proven project completion success of low to mid rise, multi-family construction experience
- Advanced knowledge of Microsoft Office and construction related software such as Procore and advantage
- Proficient in standard construction practices and detailing
- Knowledge of Alberta Building Codes
- Knowledge in "Net Zero" building