



Position Profile

Position Title: Construction Project Manager (CPM) TKS
Department: (Turn Key Services incl. Installations)
Date: March 1, 2021
Reports to: General Manager-TKS

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Primary Role:

The Construction Project Manager (CPM) is the primary interface for construction projects. The CPM is responsible for developing project budgets, schedules and the successful, on-time/on-budget completion of projects within their scope and will interface with Regional Sales Managers (RSM), trades, subcontractors, architects, engineers, technicians, designers and suppliers in approximately a dozen different vertical markets.

Key Elements (Responsibilities):

- Develop and manage project budgets and scope changes
- Schedule the project in logical steps and budget time required to meet deadlines.
- Find local subcontractors qualified to complete a defined scope of work
- Vet all subcontractor bidding on projects
- Support Sales Managers in developing customer proposals with cost and product information
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, engineers, consultants, clients, suppliers and subcontractors
- On-site general contract management including installation activities
- Offer value engineering recommendations
- Prepare project schedules
- Ensure milestones are identified, tracked and communicated to all team members and that the changes and other issues affecting projects, are identified and managed
- Prepare scope documents and proposals that identify project objectives, scope of work budgets and schedules
- Provide timely and continual communication to customers (both internal and external)

Relationships / Interaction:

This is a **fully qualified position** that requires extensive construction project management skills and knowledge. The CPM will primarily interface with RSM's, trades, subcontractors, architects, engineers, technicians, designers and suppliers

Education/Experience:

- Post-Secondary degree, preferably in construction science or a related field and/or
- Considerable experience in general construction
- Minimum (5) full years in the project management of commercial construction projects or equivalent
- Working knowledge of installation services, including scope and on-site project management

Core Competencies/Skills:

- Technical aptitude as related to the trades
- Able to decipher/interpret design/construction documentation/drawings
- Knowledge of various site related needs with respect to training, safety, testing, screening, unions and permit requirements & inspections
- Strong project Management and organizational skills
- Proficiency in Microsoft Office and Microsoft Project; AutoCAD experience is a plus
- Spanish language skills a plus

Personal Attributes:

- Decisive
- Analytical
- Able to succinctly communicate product and technical related information
- Strong negotiation skills
- Thorough knowledge of construction methods & Friendly
- Resourceful
- Results oriented
- Respect for schedules/deadlines/timelines

Special Requirements:

1. Ability to travel without limitation through-out North and South America
2. Ability to conduct the physical aspects of the position as may be needed