

**Location:** Atlantic Canada – Various Locations Per Project Requirements

**Position:** Project Manager

**Term:** Full Time, Permanent

**Compensation:** Salary Commensurate with Experience

**Closing Date:** April 12, 2023

**Reporting To:** Vice President, Operations

### **About ECP:**

As a family-owned corporation, we take great pride in being a premier specialized contractor in the powerline industry, passionately providing unparalleled expertise, cutting-edge innovative solutions, and unwavering dedication to our clients. Our dedication to advancement and forward momentum fuels our business activities, guaranteeing consistent satisfaction for our esteemed customers, with safety being a paramount priority in all that we do.

### **Work Hours:**

On-site / Head Office, as necessary to fulfill operational needs to ensure success of the project/s.

### **Description:**

We are in search of an adept Project Manager to oversee Powerline Transmission and Distribution project lifecycles from initiation to closure. This role encompasses resource management, following and enforcing safety rules closely and making sure the work meets quality standards as laid out in the contract/s, budget and timeline adherence, and the cultivation of strong relationships both inside and outside the organization. If you're a committed professional with a passion for engineering excellence, a proactive mindset and a track record of delivering results, we invite you to join our team and contribute to the success of our projects.

### **Responsibilities:**

- Work directly with the General Foreman / Construction Manager to plan and schedule all aspects of the Project/s.
- Manage Administrative Assistant staff working on related Projects.
- Prepare Weekly and Monthly Construction Progress Reports including information such as but not limited to Financial Reporting and Forecasting, Progress, Schedule Updates, Quality, Safety, Environment and identifying Project Risks.
- Manage project scheduling, logistics, quality control, subcontractors and project staffing levels.
- Resolve operational issues and implement interventions to minimize delays and escalate to management as needed.

- Control project costs, assist in maintaining and tracking payables and receivables for projects.
- Manage invoice preparation and review ensuring timely cadence of submissions.
- Recommend cost saving strategies when appropriate.
- Develop and implement project policies and procedures, establish project control systems and implement project execution plans.
- Assist in Resource Planning for all Projects across the Business.
- Cultivate and promote positive working relationships with internal management team, site supervisors, subcontractors and other contractors on site.
- Develop and maintain relationships with clients, general contractors, vendors and suppliers.
- Coordinate and Manage subcontractor and supplier contracts including initial development and required change order developments.
- Serve as primary point of contact with client regarding coordination, strategic planning, scope management, design issues, budget finances, subcontracting, etc..
- Work with the project team to confirm deliverables and services are being provided to client's satisfaction.
- Contribute a positive safety leadership attitude to corporate culture.
- Train and develop new employees and project team members.
- Coordinate the inventory of tools, safety supplies and general consumables inventory levels and coordinate the reordering as required.
- Coordinate and manage the on-site construction offices.
- Remain current with Industry Best Management Practices and put forward ideas to Management on how to improve Business Operations.
- Ensure good housekeeping across the project site including yards, offices tool trailers and vehicles.
- Other duties may be assigned consistent with job description.

### **Education & Experience:**

- Degree or Diploma in Engineering, business Administration or Construction Management (*Consideration would be given to a technical trade certification with a combination of further technical training and/or related experience*)
- Skillsets in utilizing Microsoft Suite (MS Outlook, Excel, Word, PowerPoint and Teams)
- Demonstrates self-motivation, exceptional organizational skills, and rapid adaptability, able to adhere to instructions while excelling under pressure within an agile and fast-paced environment.
- Solid understanding of estimating, project forecasting and change management principals and processes.

- Proven communication and negotiation skills with ability to resolve project disputes with minimal assistance.
- Demonstrates leadership abilities that embrace the principles of continuous learning and contributes to self-growth and the growth of colleagues.

### **How to Apply:**

If you're interested in a career within a rapidly expanding and forward-thinking organization, kindly send your resume to [admin@eastcoastpowerline.com](mailto:admin@eastcoastpowerline.com). Please include the job title in the email subject line.

We appreciate the interest shown by all applicants for this position. Only individuals who are North American residents/citizens and are selected for an interview will be contacted.