



Modern Thinking. Timeless Values.™

Project Manager, Residential Mid Rise

Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently looking for a Project Manager (PM) to join our Reid's Heritage Homes (RHH) Residential Mid Rise team. The Project Manager, Residential Mid Rise is responsible for working with the general contractor and construction management team to ensure project costs, schedule, quality, and status are on track. In conjunction with the general contractor, the construction management team, and the mid-rise team, the PM will monitor and enforce deadlines and performance criteria on the project. The PM will also assist the Director, Mid Rise with general project deliverables and pre-construction activities, including managing outside consultants.

Specifically, the duties and responsibilities of the Project Manager, Residential Mid Rise are to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies (RHG) Core Values and Leadership Drivers
- Plan, prioritize and schedule mid-rise construction projects in order to develop a comprehensive construction management program
- Communicate effectively with Director, Mid-Rise, Site, and Consultants to ensure outcomes are met in a timely fashion
- Oversee and attend regular construction meetings, reviewing schedules/activities associated with the mid-rise construction division to ensure that accurate and current resource information is being disseminated to the construction management team
- Monitor and update the construction analysis spreadsheet based on site analysis, engineering drawings, closing dates and sales
- Assist in steering project(s) through design, permits and construction phases to deliver on time and within budget
- Monitor the permit process to improve processing time
- Prepare documentation required by local building authorities in order to obtain Occupancy and Registration/Closings
- Assist and manage the preparation, review and record keeping of site purchase orders, change orders and completions
- Monitor site instructions, purchase orders, change orders, manpower, schedules, delays, payment/completion certificates, and other events affecting the project
- Review and approve all extras/upgrade sheets and colour charts for Décor and Construction
- Coordinate the distribution of contracts, purchase orders, change orders, site instructions, shop drawings, upgrade/colour selections and other documentation to the respective parties, as appropriate

- Prepare, monitor, and maintain flow charts outlining developments, deliverables and timing
- Interpret drawings and specifications for contractors to ensure compliance with construction plans and specifications and obtain additional information from the Project Consultants when necessary
- Assist in the development of project budget and management of costs to meet or proforma yields for Mid-Rise projects
- Primary interface with general contractor/construction management (GC/CM). Maintain GC/CM relationship and provide continuous, thorough documented communication regarding the expectations of the project including any changes required.
- Clearly communicate project expectations to the GC/CM, project team, and to all other project stake holders
- Responsible for overall engagement for RHH mid-rise projects
- Closely monitor project actual costs against project estimates on a weekly basis, prepare accurate and timely cost reporting reflecting the project's material and labor costs, including projected updated cost to complete project
- Prepare reports to ensure project status is monitored and available to key stakeholders
- Provide detailed review and analysis of project drawings and specifications – document and communicate deficiencies
- Monitor the status of outstanding RFI's, SI's, NOC's, CO's and assist in pursuing documents to ensure timely processing
- Set standard for collaborative working relationships among team members, other departments, project teams, owners, consultants, and authorities
- In conjunction with the Director, Mid Rise, report monthly to Vice President, Residential on project status including budget, schedule, quality, and outstanding contract issues
- Carry out additional tasks as may be assigned by the Director, Mid Rise from time to time.

The Project Manager we seek will demonstrate the following qualifications:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- Minimum of 5-7 years' experience working in construction, 3 years of which to be in role of Project Manager, and/or other relevant experience in the residential construction industry. Experience in residential construction in a medium sized construction company preferred.
- Design-build and construction management experience preferred.
- Degree in architectural or construction engineering technology, plus equivalent work experience
- Thorough understanding of all stages of the design and construction process
- Understanding of project management theories and practices
- Proficiency in Microsoft Office, including MS Project, Word, Excel, Outlook
- Proven leadership and time management skills
- Attention to detail and the ability to multi-task
- Ability to motivate others, integrity, and positive attitude
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent computer and organizational skills
- High level of self-motivation and ability to work well under pressure and meet deadlines
- Works well independently and as part of a team
- Flexibility to adjust core working hours as required
- A valid class G driver's license and clean driver's abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to hrinfo@heritagehomes.com, specifying the title of the position, by **Monday, September 30, 2019**. For more information, visit www.reidsheritagehomes.com.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

