



Modern Thinking. Timeless Values.™

SR. PROJECT MANAGER, LOW RISE

Change *Your Career* for the Better.

We are currently looking for a Sr. Project Manager (Sr. PM), Low Rise to join our Reid's Heritage Homes (RHH) Residential team in **Cambridge, ON**. Reporting to the Vice President of Construction, the Sr. PM is responsible for the overall planning, directing, and coordinating of the full pre-construction, construction and occupancy on all low rise projects. The SR. PM will ensure the architectural, engineering, construction permitting, scheduling, quality control, trades labour and material management contribute to quality construction, profitability, and customer satisfaction. The role will focus on ensuring that processes are running efficiently, and that the end product is delivered on time and defect free.

Specifically, the duties and responsibilities of the Sr. PM are:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values and Leadership Drivers
- Responsible for the implementation of strategies related to construction aspects of the business and the enhancement of the company's ability to build high quality projects that embrace innovation and deliver financial objectives
- Develops positive and productive relationships with consultants, trades, engineering services and other professionals.
- Monitor daily, all processes related to construction from point of sale to include warranty
- Encourage and motivate teams to produce consistent results and to work within process timelines, with a high level of customer care
- Involved in the day to day operations, taking a hands on approach regarding planning and executing, problem resolution and identifying opportunities for improvement
- Set team and individual goals/objectives that are achievable and report quarterly on the results
- Works with executive team on the development of project management systems and processes to achieve efficiency and operational and financial objectives on each project
- Oversee all aspects of construction with respect to quality
- Develop and implement programs and processes that ensure a successful occupancy has occurred and any deficiency issues have been resolved
- Work closely with the Warranty Care Manager to flag any issues related to home quality, or any other issues that could impact the Warranty Care team
- Work collaboratively with the Low Rise Construction team to ensure RHH product meets all expectations and specifications related to quality, closing dates, and other items
- Carry out periodic formal project reviews with Field Superintendents to confirm company policies and procedures are being followed and that project are on schedule, and being completed at highest level of quality
- Provide clear, detailed and effective written and oral communication to team members, clients, authorities and all other project stake holders
- Work with RHH Estimating department to provide details on construction scheduling, sequencing, assemblies, and methodologies
- Work collaboratively with the Vice President of Construction, and the Design and Estimating Departments to develop conceptual home designs and budgets
- Supervise project staff – provide training, coaching and mentoring to team members helping staff to develop and grow in their knowledge and abilities

- Oversee construction scheduling and work to develop RHH master schedule format that identifies all project milestones, timelines, lead times, inspections, and completions
- Identify staffing requirements for office team positions and work with People and Culture and Vice President of Construction to fill positions or adjust staffing to suit projected work volumes
- Participate in work volume forecasting with the Vice President of Construction
- Set standard for collaborative working relationships among team members, other departments, project teams, owners, consultants, and authorities
- Consult with Field Superintendents and General Superintendent to provide assistance and input on project risks, issues and conflicts
- Report monthly to Vice President of Construction on projects' status including schedule, quality, and outstanding contract issues
- Carry out additional tasks as may be assigned by the Vice President of Construction from time to time

The Sr. Project Manager, Low Rise we seek will demonstrate the following qualifications:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- A minimum of 10-15 years' experience in residential home building
- Thorough understanding of all stages of the design and construction process
- Understanding of construction contract documents
- Proficiency in Microsoft Office, including MS Project, Word, Excel, Outlook
- Excellent organizational, interpersonal and communication skills (both oral and written)
- Solid base of computer knowledge and skills
- Highly self-motivated, and the ability to mentor and motivate others
- Strong attention to detail and the ability to multi-task
- Perform duties with integrity and positive attitude
- Excellent management skills with the ability to think strategically and work well under pressure
- Current knowledge of the Ontario Building Code and Occupational Health and Safety Act
- 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. 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.

