



## **PROJECT MANAGER**

### **ABOUT SIGFUSSON NORTHERN:**

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

### **POSITION SUMMARY:**

Reporting to the Senior Project Manager, the Project Manager is responsible for the financial, scheduling, contractual, and subcontractor management aspects of the project(s) they have been assigned. The Project Manager will liaise with internal project personal as well as the owner and their representatives. This role will require travel to specific project locations and a flexible working schedule.

### **CORE RESPONSIBILITIES & DUTIES:**

- Conduct project meetings daily, weekly, bi-weekly and as needed
- Meet with owners and engineers to communicate updates, questions, and concerns
- Ensure all construction activities adhere to drawings and specifications
- Participate in building relationships with project owners and clients
- Coordinate and facilitate handover meetings between the estimating and operations departments
- Ensure adherence to Sigfusson Northern's document control processes and procedures
- Develop and submit all project submittals for owner/client approval
- Develop and update project schedules and communicate to management for planning purposes
- Coordinate staffing plans for supervision and hourly staff with management
- Schedule employee responsibilities and duties for the projects as assigned
- Coordinate manpower and equipment request lists
- Ensure development and implementation of project specific safety documents, training of personnel, and recordkeeping
- Work with safety manager and on-site safety staff to ensure all safety measures are updated and maintained
- Prepare, update, and submit cash flow reports for the project management team in a timely manner
- Procure all subcontractors required to execute project



- Negotiate scope of work, costs, payment terms, and complete subcontractor agreements
- Promote and monitor use of field tracking tools by the project team
- Track quantities of work produced on the project for accounting purposes
- Responsible for the preparation, recommendation, and adherence to a project budget

#### **EDUCATION, EXPERIENCE & SKILLS:**

- Minimum 5+ years' experience working in the construction industry
- Construction related education will be considered an asset
- Experience with Primavera P6 and AutoCAD will be considered an asset
- Ability to read and understand construction documents and drawings
- Advanced MS Office (Word, Excel, Outlook) is required
- Critical thinking and effective decision-making skills are required
- Ability to work independently and as part of a team
- Ability to work under pressure and meet strict deadlines
- Strong communication skills both verbal and written as well as electronically
- Strong accuracy and attention to detail
- Must hold a valid driver's license

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.