



PROJECT MANAGER, BUILDINGS & INFRASTRUCTURE

LET US INTRODUCE OURSELVES!

Sigfusson Northern, historically a family-owned business, has entered its 4th generation of ownership encompassing employee participation. Our primary focus is building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have positioned Sigfusson Northern at the forefront of heavy civil construction and general contracting, known for our ability to overcome any obstacle. Tough, reliable, and quality-driven, we consistently deliver the highest value. We know the north. We are multi-faceted. We help lift communities. We embrace new technology. And we are highly skilled.

WHAT THE ROLE IS ALL ABOUT!

Reporting to the VP, Buildings & Infrastructure/General Contracting, 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 personnel as well as the owner and their representatives. This is a Winnipeg-based role with occasional travel to specific project locations.

ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU!

- 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 management 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 on the project.
- Negotiate scope of work, costs, payment terms, and complete subcontractor agreements.
- Promote and monitor use of field tracking tools by the project team.

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- Track quantities of work produced on the project for accounting purposes.
- Responsible for the preparation, recommendation, and adherence to a project budget

WHAT WILL MAKE YOU A POSITIVE IMPACT?

- Minimum 5+ years' experience working in the construction industry.
- Completion of a construction related degree or diploma training program will be considered an asset.
- Experience with MS Project or P6 scheduling software.
- Experience leveraging digital construction tools (BIM, VDC, Drones etc.) will be considered and 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.

EQUAL OPPORTUNITY EMPLOYER? YOU BET!

The finalized base pay for a successful candidate at Sigfusson Northern is determined based on several job-related influences such as experience, training, market demands, location, role expectations etc.

Sigfusson Northern is proud to be an employer who provides equal opportunities. Our team is successful because we consist of individuals from all backgrounds who contribute diverse experiences, perceptions, and skillsets that allow our company to continuously develop, grow, and succeed.

CAREER GROWTH? ABSOLUTELY!

We are known to work on challenging yet exciting projects, and we know our success comes from our people. Growth opportunities are available and your personal and career growth are a top priority for us. We are confident you will elevate your skillset and be provided with continuous learning opportunities throughout your entire career with Sigfusson Northern.

MENTAL, PHYSICAL, & FINANCIAL HEALTH FOCUS? ALWAYS!

WE CARE is one of our core values and we truly care about your mental, physical, and financial health. **Time to recharge?** Yes. We have a great work-life balance initiative which includes a competitive vacation program and flexibility. **Competitive salaries & benefits?** Yes. We are always ensuring our employees are taken care of and we offer an appealing compensation and benefits package, along with additional perks. **Financial support?** Sigfusson Northern provides access to financial outlets and has

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educational sessions to assist our employees with financial planning and preparation. We care about your future!

A COLLABORATIVE, MOTIVATING, AND FUN ENVIRONMENT? OF COURSE!

In your first few days, it's all about getting settled in, meeting your new teammates, and ensuring you have everything you need to be successful in your role. We care about first impressions, and we want to make sure you have the best one. Our onboarding experience is something we take seriously, and we want you to feel valued as soon as you walk through the door. We continuously put on exciting company events, celebrations, and have recognition programs to show our employees that we appreciate them, and we encourage collaboration, and a dynamic, strong, and positive workplace culture.

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