



## PROJECT MANAGER, HEAVY CIVIL

### 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 Senior Project Manager, the Project Manager is responsible for overseeing the financial, scheduling, contractual, and subcontractor management aspects of the assigned project(s). The Project Manager will serve as the key liaison between internal project teams, the owner, and their representatives, ensuring the successful execution of the project from inception to completion. This role involves project coordination, including managing timelines, budgets, resources, and ensuring compliance with safety and quality standards. **This is a site-based role operating on a 20/10 schedule.**

### ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU!

- Conduct and facilitate regular project meetings (daily, weekly, bi-weekly, or as needed).
- Meet with project owners and engineers to communicate updates, clarify questions, and resolve issues.
- 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 changes to management for efficient planning and resource allocation.
- Prepare weekly and monthly cost reports.
- Coordinate and align staffing plans for supervision and hourly staff with management to meet project demands.
- Schedule employee responsibilities and duties for the projects as assigned
- Coordinate manpower and equipment request lists
- Ensure the development, implementation, and maintenance of project-specific safety documents, and oversee training and recordkeeping for personnel.
- Collaborate with the safety manager and on-site safety staff to ensure all safety measures are regularly updated and maintained.
- Prepare, update, and submit cash flow reports for the project management team in a timely manner.



- Procure all required subcontractors required to execute the project.
- Negotiate scope of work, costs, payment terms, and complete subcontractor agreements.
- Promote and monitor the use of field tracking tools by the project team.
- Track quantities of work produced on the project for accounting purposes.
- Oversee the preparation, recommendation, and adherence to the project budget, ensuring financial control throughout the project lifecycle.

#### **WHAT WILL MAKE YOU BE A POSITIVE IMPACT?**

- Minimum of 5+ years' experience in the construction industry, with a focus on heavy civil projects.
- Post-secondary education in construction management, civil engineering, or a related field will be considered an asset.
- Experience with Primavera P6 and AutoCAD will be considered an asset.
- Ability to manage confidential information is mandatory.
- Ability to read and interpret construction documents, drawings, and contracts.
- 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 be able to manage priorities, perform a variety of tasks and meet targets.
- Must hold a valid driver's license.
- Must be able to successfully pass a drug and alcohol screening as well as a criminal background check.
- Strong commitment to safety, ensuring all work is performed in a safe and responsible manner.

#### **READY TO JOIN US?**

If you have additional questions related to this role, please reach out to **Corie McKay** directly and she will be more than happy to assist you! If you are ready to send us your application, please click **Apply**, attach your resume and submit it directly to Corie.

Only those moving forward in the process will be contacted by our wonderful recruitment team!

#### **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.

**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.