

Project Manager/Site Superintendent



Closing Date: When suitable candidate is found

Executive Flight Centre Developments ("EFC Developments) offers a full spectrum of general contractor, property development, facility maintenance and property leasing services. Headquartered in Calgary, with operations in both Alberta and British Columbia, our services include initial facility design, consultation, construction through to leasing. Our vision is to provide an excellent quality of service to all customers focusing on Safety, Quality, Consistency and Customer Service.

EFC Developments is committed to creating and sustaining an inclusive and diverse work environment, while upholding the principles of employment equity. Your participation in this important process is greatly appreciated. We encourage applicants to self-identify as a member of one or more of the employment equity designated groups – Women, Aboriginal peoples, Persons with Disabilities and/or Members of Visible Minorities. The information collected will be used solely to carry out our obligations under the federal Employment Equity Act.

Our Calgary location is seeking an experienced Project Manager/Site Superintendent to support our diverse operations.

Main Functions:

As the Project Manager/Site Superintendent, this position demands an experienced, motivated and disciplined individual responsible for the supervision of all construction activities, subcontractors and crew on a work site, ensuring specifications, schedule, safety requirements and budget are met.

Responsibilities:

- Manage work on site and collaborate with the project team to ensure project(s) are built according to the approved plans, specifications, shop drawings, and applicable building codes.
- Ensure high standards of workmanship, safety and efficiency.
- Manage and promote the overall site safety program as required, including; subcontractor compliance with standards, Project Specific Safety Plan (PSSP) and all applicable Occupational Health & Safety (OH&S) acts, regulations and codes.
- Manage all project site administration staff and activities including procurement, progress reports and safety reporting.
- Ensure high quality standards are maintained in compliance with the Project Quality Program (PQP).
- Take an active role in the selection, training, assignment and supervision of project staff, including monitoring performance, providing feedback and taking corrective action.
- Develop, maintain and drive the construction schedule; ensure project milestones and completion dates are met.
- Attend project meetings with internal and external stakeholders to monitor and support the project(s) ongoing progression.
- Coordinate the daily activities of construction trades and subcontractors and use corrective actions to keep the project on time and on budget.
- Self-perform work when necessary.
- Assist in risk management.

- Assist in the resolution of design issues, change requests, material defects and equipment problems.
- Maintain a tidy and orderly work area exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Perform effective stakeholder management.
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- Ensure exceptional, courteous and respectful customer service through compliance.
- Lead, comply with and participate in the Company's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

Qualifications and Experience:

- Construction related degree/diploma and/or carpenter trade certification/education.
- Gold seal and/or LEED certification or accreditation is strongly preferred.
- 5 to 10 years' experience as a Superintendent on medium to large, multi-million-dollar commercial construction projects.
- 1 to 5 years' experience as a Project Manager on projects of similar size/complexity as noted above
- Criminal background check will be conducted on short listed candidates.
- Proven ability to guide safe work practices in a high-pressure environment while maintaining project quality and consistently delivering projects on time and within the budget.
- Proven stakeholder and risk management skills.
- Skilled at promoting team work and managing resources (people, trades, material, equipment).
- First Aid, CPR and construction safety training certification.
- Proficient with MS Office, MS Project, CADD and Adobe.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre Developments offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities.

Please visit our web site at <http://www.efcdev.ca/careers/> for a complete description of our company and to view other career opportunities and to apply for this role.

Please include your resume and cover letter when applying for this position; indicating the position title and location you are applying for in the subject line.

We thank all applicants for their interest in Executive Flight Centre Developments; however, only candidates selected for interviews will be contacted.