

## **High Rise Project Manager**

### Org Overview:

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we offer an excellent benefit package and pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

Reporting to the COO, the High Rise Project Manager will:

- Overseeing and managing all aspects of construction projects from conception to completion
- Review project plans and specifications and comment on building design, scheduling, possible cost saving measures and potential construction problems
- Create, monitor, and maintain the project construction schedule.
- Create project budgets and estimates for the owner and develop and implement construction strategies.
- Conduct meetings with the consultant team to develop the project drawings and specifications to meet the requirements of the owner throughout the permit and project construction process.
- Submit city permit plans and specifications to city for application and coordinate with city, consultants, and owner for complete building permit review and approval process.
- Conduct meetings and work closely with the site superintendent, project coordinator, consultants, and trades to ensure timelines, budgets, standards of the construction project are met from start to finish.
- Maintain records of purchase and change orders for accounting department with assistance of the project coordinator.
- Maintain project site instructions, change orders, and CCN's for the duration of the project with the assistance of the project coordinator.
- Prepare tendering scopes of work documents for subcontractor and supplier pricing based on construction drawings and documents
- Negotiate with contractors and suppliers to obtain the best price and delivery schedule. Assist in selecting subcontractors and supplier and the terms of the contracts.
- Monitor site safety and ensure safety requirements are met.
- Review monthly progress draws and invoices from subcontractors.

- Ensure final closeout documents, as-built drawings and specifications are prepared on an ongoing basis by trades and consultants for final close-out
- Ensure final project deficiencies are created and implemented for final completion with assistance of site staff.

#### Position Requirements/Qualifications

- A university degree in civil engineering or a college diploma in construction technology.
- A master's degree in project management would be considered an asset.
- 10+ years of experience in the construction industry, including experience in high rise construction.
- Extensive experience in the construction industry may substitute for post-secondary education requirements.
- Professional engineering status or construction trade certification would be an asset.

Please send applications to: [HR@Claridgehomes.com](mailto:HR@Claridgehomes.com)

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.