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## Job Description

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Job Title: Senior Project Manager - Construction

Reports to: VP, Construction

Salary Range: Annual Salary – 80% (25<sup>th</sup> percentile) - 100% (75<sup>th</sup> percentile)

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## Overview:

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First and foremost, Anthem is a team operation “working together.”

This position is accountable for all on-site construction activity for the Station Square project in Burnaby. This would include the demolition, construction of 5 new mixed use buildings and renovation of the existing commercial building.

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## Responsibilities and Duties:

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- ❖ Provide input of Consultant selections and procurement of soils testing/reports and any necessary environmental testing/reports as required.
- ❖ Be involved and represent construction at the inception of a project. Provide value engineering and construction assistance up to the issuance of DP.
- ❖ Once DP is issued become the team leader from the start of the BP and working drawings stages to ensure on time delivery of drawings, permits, consultant coordination, constructability and compliance with DP, specifications, code and Sales and Marketing plans.
- ❖ Be involved with and provide comments/alternates for proposed project specs.
- ❖ Facilitate and direct material issues to resolution in a timely manner with input from the development team.
- ❖ Ensure preparation and implementation of construction documents is in accordance with the established Anthem development/construction process.
- ❖ Total responsibility for day to day management of APG site staff, sub –trades, consultants and/or GC.
- ❖ Responsible to ensure and enforce Quality Control of the finished product



- ❖ Responsible to deliver project on or ahead of schedule and on or under budget. Updating monthly cash flow projections.
- ❖ Assist in updating APG's Site Safety Practices and enforcing it.
- ❖ Assist in developing APG's Construction Process and implementing with the Station Square team.
- ❖ Provide estimates/budgets during the various stages of the development process as required.
- ❖ Prepare sub-trade tender results and recommendation for review with VP.
- ❖ Coordinate with Customer Service and oversee the 2 year warranty period.

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#### Training and Qualifications:

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- ❖ Previous experience in large budget projects will be well regarded
- ❖ Bachelor's Degree in Manufacturing and/or Engineering, with a concentration in Operations Management an asset.
- ❖ Minimum of 15+ years' construction experience required.
- ❖ Minimum of 10+ years Construction Management experience in a supervisory capacity. Intermediate computer skills: MS Office (Word, Outlook, Excel, Access, Power Point, Project)
- ❖ Journeyman Trade Certification in a related Construction trade.