



Project Manager (PM) Job Description

FairTradeWorks is a construction project management service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation, to heritage restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Project Manager (PM) is responsible for the management of the project including site management, site safety and project implementation – this can include skilled labor to quality control and trade management. This employee must be able to work from blueprints, specifications, drawings and instructions to design, build, remodel, retrofit, maintain and repair various types of facilities and structures.

Please visit our website for further information - www.FairTradeWorks.biz

Responsibilities & Duties:

- Blueprint reading, layout and planning of the day-to-day work
- Maintain project safety standards in accordance to **FairTradeWorks** and WorkSafe standards
- Meet the standards of workmanship that meet the project requirements and that are consistent with industry best-practice
- Manage the crew to accomplish the task, including teaching and mentoring individuals in the crew that are less experienced
- Maintain tools, cords and equipment so that they are kept in good working order and are safe for use
- Maintain the work area(s) in a clean and orderly manner on a continuous basis
- Coordinate work with the Advisor and others that are involved in the process
- Create a list of materials, supplies, specialty tools and equipment (proactively) that are needed to perform the work
- Consistently reporting for work on time and in appropriate attire
- Participate in training and other forms of development to strengthen technical, safety and supervisory skills
- Provide comprehensive daily updates to the Advisor
- Be responsible for ensuring project budgets are adhered too
- Organize workflow to meet customer deadlines

Management Requirements:

- Direct and supervise workers, sub-trades and other relevant building professionals
- Supervise all workers and sub-trades to ensure schedules and standards are met
- Be responsible for ensuring project budgets are adhered too
- Study job specifications to determine appropriate construction methods
- Oversee workers who complete specific pieces of the project, such as painting or plumbing



- Request supplies and materials to complete construction projects
- Take actions to deal with the results of delays, bad weather, or emergencies on site
- Confer with Supervisory Personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems
- Plan, organize, and direct activities to do with the construction of structures, facilities, and systems
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out
- Keep the client's project safe, clean and ensure all trades do the same
- Follow specific corporate policies, procedures, rules and regulations without question
- Educate on and enforce **FairTradeWorks** brand expectations daily
- Find a positive, swift and cost-effective solution to all problematic situations and daily hurdles

Minimum Qualifications:

- Minimum of 3 years direct experience and a solid working knowledge of the specific work that is being constructed
- The ability to read blueprints and specifications; to create material lists and to fill out timecards and other minor record keeping tasks
- Interpersonal competencies that include a drive for results, the need for closure, effective oral communication skills, organization, planning, trust, respect, and being dependable and cooperation
- Excellent command of the English language in both written and oral forms
- Must be computer literate and current on new technology
- Must be hardworking and a problem solver
- Positive and upbeat attitude
- Excellent interpersonal skills

EDUCATION and/or EXPERIENCE

A post-secondary diploma is an asset, as is experience in a fast-paced environment with multiple competing deadlines and quick decision-making. Extensive Project Manager experience is required.

OTHER SKILLS AND ABILITIES

Being open minded, client service oriented and having a strong business sense is essential in this position.

LANGUAGE SKILLS

Ability to read and comprehend advanced communications as well as short professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and others. In addition, this employee will have to have above average negotiation skills.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions or make appropriate job decisions following the standard Company policies and past precedents. Think through the consequences of a decision prior to making it.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the



employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 75 pounds.

Position Competencies:

- Creativity/Analytical Skills
- Enthusiasm/Ambitious
- Flexibility/Adaptability
- Problem Solving/ Sound reasoning skills
- Organizing/Planning Ability
- Business acumen/ Passion for Construction
- Team Player and Strong Leader
- Excellent communicator & Honest and straight forward
- Quick thinker/Fast mover
- Extremely hard working and self-driven

Working Conditions:

- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity

Relationship:

Reports to: Construction Operations Supervisor & President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. You will be expected to Supervisor.