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Cape Group is a three-generation, family run, vertically integrated real estate and development company, operating since 1956.

With more than 60 years of experience, we are known within the industry as a group you can count on. We develop high-quality projects that complement the vibrancy of neighborhoods, whether it is working with landowners, institutions, or home buyers, we listen and deliver. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

Reporting to the Director of Construction, as the Project Manager you will be responsible for planning, organizing, managing and overseeing the pre-construction process of a mass timber project. We have a pre-construction team who you will work with in preparing to take responsibility of the construction team. You will plan and prepare a team to construct this project according to schedule and budget and help build a team to ensure quality control. As a project manager, you will be directing in a collaborative manner, the estimating team, project coordination, site supervision, clients and trade partners.

As the Project Manager you will be responsible for overall project planning and scheduling resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with the specifications.

## **BASIC RESPONSIBILITIES**

- Work with pre-construction team to take over the leadership requirements of mass timber projects
- Plan and execute the construction of the project as required to ensure success in terms of schedule, budget and quality control
- Assist in hiring site superintendent who has the appropriate skill sets to construct a mass timber project
- To coordinate the design and development of multiple construction projects from conception to completion
- Provides strong leadership to construction team members, capitalizing on individual and group strengths to ensure successful outcomes
- Developing and maintaining strong relationships with owners, architects, consultants, trade partners, public and government officials
- Conducts contract reviews to ensure completeness and inclusion of required terms and conditions and necessary revisions
- Prepare and establish project plans - manage and control implementation processes
- Execute change orders
- Prepare project documentation
- Evaluate and report progress from bid to close-out for multiple commercial construction projects
- Demonstrated leadership in health, safety and environmental protection.
- Comply with and effectively implement Cape's Safety Program to ensure safety and environmental standards are met or exceeded
- Develop and monitor the project budget as well as review trade billing and cost allocations
- Develops and maintains construction schedule in conjunction with project team to meet milestones and completion dates
- Ensures that projects are built according to approved plans, specifications, shop drawings and applicable building codes and that quality standards are maintained
- Maintains, tracks and reports all financial aspects of project including cost projections and billings
- Tendering, negotiating and preparation of trade contracts and purchase agreements and correct linkage to project budget/estimate

- Manage, monitor and correct project construction to ensure compliance with the construction schedule, budget and contract
- Identify, log, and prepare formal notice of construction cost and delay claims, ensuring compliance with contract documents
- Ensure timely project closeout and occupancy of the project

### **SUPERVISORY RESPONSIBILITIES**

- The Project Manager is responsible for hiring temporary workforce, orientation and training, assigning work, evaluating performance, resolving complaints and disciplinary actions. Additional responsibilities could include team development, mentorship, career coaching, understanding and supporting diversity, and group or individual motivation.

### **EDUCATION & EXPERIENCE**

- Post-Secondary Degree or Diploma in Engineering, Architecture, Building Technology, or Construction Management
- 5 plus years Project Management work experience
- LEED AP or Gold Seal accreditation an asset
- Prefabrication experience an asset
- Mass timber experience an asset
- Understand method of contract negotiation, bidding, purchasing, negotiating, contracting, cash flow, expediting services, receiving and transporting materials
- Working knowledge of construction drawings, documents, and specifications.
- Manage the purchase of construction materials (researching, quoting, ordering, and tracking of delivery)
- Strong written and spoken English
- Maintains a professional attitude and appears when representing the Company
- Excellent organizational skills and have the ability to time manage and meet multiple tasks within a high-pressure work environment
- Self-motivated and results driven
- Willingness to work on negotiation skills
- Must have ability to multi-task and use sound judgment to prioritize activities
- Flexibility and the ability to work in an unstructured environment is ideal
- Excellent software skills in all Microsoft Office applications including Project, Excel, Word & Outlook
- Ability to monitor and review issued for permit and issued for pricing drawings
- Knowledge Procore software is an asset

### **WORK ENVIRONMENT**

- We offer an exceptional work environment where you have great independence in your job, provided you get the job done
- We are practical, down-to-earth and non-bureaucratic. If you enjoy working in a dynamic, nimble environment, where your ideas are listened to, this is the job for you
- Only client-focused, entrepreneurial-minded professionals need to apply

### **APPLICATION PROCEDURE**

To apply send your resume with cover letter to [kirk.yuen@capegroup.ca](mailto:kirk.yuen@capegroup.ca)