

Project Manager – Intermediate – Asset & Business Solutions

Location: Windsor - Toronto Region (Work from home with travel as required)

This is an exciting opportunity to work in a socially minded environment and utilize your technical skills while getting fairly compensated for your work. Haerko, a rapidly growing consulting firm providing consulting and project management services within the social and affordable housing space is looking for an experienced Project Manager to manage new development, asset retrofits and consulting projects. You will be leading project teams that primarily include architects, consultants, contractors, and clients. Your ideas to bring continuous improvement to all that we do will be welcomed. This is primarily a work-from-home position, with travel as necessary. This is your opportunity to contribute to the affordable housing crisis in our country using your professional experience and skills. In summary, this new position provides an opportunity for:

- Meaningful work
- An opportunity to make a positive impact
- Visibility for successes
- A transparent culture
- Authentic leadership
- A well-defined career path
- Alignment to the project, team, and organizational strategy

Introduction

Haerko provides consulting and project management services for the non-profit housing sector, delivering creative and sustainable solutions to strengthen and grow clients' operations and asset portfolios. By engaging Haerko, clients benefit from an integrated solution leveraging our expertise and experience in engineering, planning, project management, business, contract law and finance. Our main areas of work are:

Planning: Portfolio Regeneration, Asset Management, End of Operating Agreement/End of Mortgage Planning, Project Funding and Real Estate Development.

Project Management: Asset Renewal and Repair, Deep Energy Retrofit, New Development and Redevelopment.

Purpose of the Position

To lead project teams that deliver significant and positive results to Haerko's clients.

Minimum Qualifications

1. University degree in Architecture, Engineering, Construction Management, Business Degree or equivalent.
2. Demonstrated capability to read, understand and apply standard documents affecting projects (including contracts, project charters, surveys, construction, and other technical drawings and specifications, etc.) or demonstrated capacity to learn the same.
3. Five years of experience leading and managing project teams including contractors and consultants. (Note, this is NOT five years total experience. The experience leading up to this 5-year requirement cannot be included; for example, working as a project coordinator)
4. Capacity to proactively manage projects and the client experience to assure project success, client

satisfaction (i.e., a delighted client) and Haerko profitability.

5. Valid driver's license and access to a vehicle.
6. Demonstrated proficiency in Word, Excel, PowerPoint, and MS Project. (or equivalent project management software)
7. Demonstrated proactive and constructive management style.

Preferred Qualifications

1. PMP designation
2. P. Eng. designation and in good standing with the governing provincial body or equivalent relative to area of academic study
3. Passive House Training and knowledge
4. Excellent written (especially report writing and email) and verbal communication skills in the English language
5. Attention to detail, excellent problem-solving skills and demonstrated initiative that improves service or business results.
6. Planning, organization and time management skills

Responsibilities and Duties

1. General Corporate
 - a. Plan and execute all projects in accordance with corporate policies, procedures and best practices.
 - b. Assist with establishing and maintaining a culture of safety internally and for all projects.
 - c. Ensure delivery of assigned projects on time, within budget, in accordance with specifications and within applicable regulatory, accreditation and client requirements.
 - d. Effectively communicate within the corporation and with all project stakeholders using written and verbal communication, including presentations as required.
 - e. Contribute to the continuous improvement of processes and procedures within the corporation.
 - f. Provide direct supervision to engineering students and other staff as assigned.
 - g. Oversee and manage all project resources either directly or indirectly.
 - h. Develop, seek approval and execute an annual training plan.
 - i. Other duties, assignments and projects as may be required from time to time.
2. General Consulting (Client Experience and Service Delivery Standard)
 - a. Act as representative of owners and serve their best interests.
 - b. Provide input and advice on technical and business solutions.
 - c. Provide recommendations and input regarding procurement methods and form of contract.
 - d. Support consulting assignments where required other than new development and restoration projects.
3. Initiating
 - a. Conduct and manage all pre-project work including managing the collection and preparation of data, preparation of concept drawings and all other information to prepare a business case.
 - b. Prepare the project charter and obtain internal and client approvals.
4. Planning
 - a. Solidify project scope and obtain internal and client approvals.
 - b. Prepare and optimize project schedule, setting project baseline.
 - c. Prepare project budget, cash flow, expenditure reports and ensure compliance with project

- funding sources.
- d. Oversee the design of project quality processes.
- e. Identify risks and prepare risk register with planned proactive/reactive responses.
- f. Prepare procurement plan that adheres to internal and client procedures and policies.
- g. Prepare communications plan and stakeholder engagement plan.

5. Execution

- a. Initiate and manage all pre-development work to get the project to a funded and approved state as expeditiously as possible.
- b. Manage contractors and consultants in accordance with contracts and the project plan.
- c. Establish and maintain positive relationships with client, consultants, and subcontractors and when stakeholder disputes arise, resolve them in a timely manner.
- d. Conduct meetings with consultants and contractors to ensure the contract, cost, timing, and quality deliverables are being achieved ensuring that minutes are recorded and distributed.
- e. Execute the procurement process by gathering information and data, writing solicitations (RFP's, RFT's RFI's, etc.), managing changes to solicitations during the tender period, closing and evaluating solicitations and recommending an award.
- f. Manage project and product quality in accordance to the project management plan. This includes but is not limited to design & specifications, construction and project documents and communications.
- g. Manage project risks from a proactive approach taking appropriate action as needed.
- h. Engage Stakeholders as per the stakeholder engagement plan, making adjustments as priorities, emphasis and project impact changes to achieve optimal outcomes for the project.
- i. Complete all project management processes and documentation in a timely manner with a high degree of clarity and thoroughness.

6. Monitoring and Controlling

- a. Scope Management
 - i. Manage the project to ensure all goals of the project charter and project plan are achieved.
 - ii. Verify scope to ensure project scope is maintained.
 - iii. Proactively assess and manage changes in a way that optimizes impact to project outcomes, scope, budget, schedule and quality.
- b. Schedule Management
 - i. Develop baselines and track schedule performance to meet or exceed minimum requirements.
 - ii. Maintain project schedules and manage all activities to ensure an on-schedule delivery of the project.
 - iii. Review project data and information to seek out opportunities for reducing the project schedule and mitigating delays.
- c. Cost/Financial Management
 - i. Develop baselines and track financial performance to established budgets.
 - ii. Control project budget, cash flow, and expenditure reports and ensure compliance with project funding sources.
 - iii. Review project documents and processes, and propose cost-saving measures to reduce overall project cost.
- d. Quality Management
 - i. Review designs and specifications to ensure they meet or exceed project goals.
 - ii. Implement project quality processes and ensure they are followed and address all quality concerns and issues.

- iii. Manage consultants and contractors to ensure all contractual obligations are delivered.
 - e. Resource Management
 - i. Manage internal and external project resources to ensure project deliverables, quality, cost/financial, and schedule requirements are achieved.
 - f. Communications/stakeholder Management
 - i. Effectively engage internal and external stakeholders.
 - ii. Organize and conduct meetings, preparing minutes and action planning documents.
 - iii. When disputes arise, effectively resolve them in a timely manner.
 - iv. Prepare reports as required for funders and clients.
 - g. Risk Management
 - i. Proactively manage risk in consideration of all other project metrics and reduce risk where possible.
 - ii. Escalate issues as required to ensure timely resolutions.
 - iii. Update Lessons Learned register as the project progresses.
 - iv. Ensure insurance, safety documents, and bonding provided conform to legislative and project requirements.
 - h. Procurement Management
 - i. Ensure that all contract work requirements and terms and conditions are executed.
 - ii. Ensure that all contractor administration requirements are fulfilled.
 - i. Health and Safety Management
 - i. Ensure appropriate H & S measures and reporting are in place and oversee third party H&S site reviews / reports as required.
- 7. Close
 - a. Ensure project goals and deliverables have been achieved.
 - b. Ensure all project work has been completed and closing documents/warranty info have been delivered to the client.
 - c. Ensure all consultants and contractors have been paid, and contracts are closed.
 - d. Review Lessons Learned document.
 - e. Evaluate internal project performance.

Job Type: Full-time

Additional pay:

- Bonus pay

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Paid time off
- Vision care
- Work from home

Schedule:

- Monday to Friday
- Weekends as needed

Work Location: Hybrid remote in Windsor, ON N9E 3E8