



# Project Manager

Pave-Al Limited

Reports To: Operations Manager

Starts On: To be determined

**Summary:** Pave-Al Limited specializes in Road and Highway Construction for the public sector, as well as airport runways and industrial parking lots for the private sector. As one of the leading road construction contractors and asphalt pavement producers in the Greater Toronto Area, we take pride in our workmanship, excellent customer service, and quality asphalt pavements. Pave-Al provides a wide range of Paving and Construction services for all types of clients, consistently delivering projects efficiently and cost-effectively.

As Project Manager, you will provide overall administrative direction for one large or several smaller projects and successfully take responsibility for overall project performance including costs, schedule, quality control/assurance and project status. The role involves overseeing Project Coordinator(s), Superintendent(s), as well as maintaining relationships with sub-trades and clients.

## Responsibilities:

- Managing medium to large road paving and construction project(s) with oversight from Senior Management.
- Thorough comprehension of each projects specifications, drawings, milestones and expectations through a projects completion.
- Plan projects at conception and oversee the implementation phase to complete project closeout
- Ensure compliance with provincial safety and environmental mandates in project(s) execution
- Lead and oversee all aspects of the project so it is delivered timely and according to budget.
- Develop, monitor, and adjust critical path schedules to achieve project(s) milestones
- Implement processes, measures and standards that achieve productivity targets
- Develop, discuss and implement project strategies in order to meet project and client milestones and expectations.
- Ensure project(s) costs are being utilized efficiently and effectively.
- Monitor performance against project(s) plan and design corrective action when necessary to ensure compliance
- All QC/QA responsibilities for each project are achieved.
- Identify all long lead time materials and services and ensure timely procurement strategies are in place
- Ensure all administrative, operational and technical components of a project(s) are being met.
- Prepare and assess contract agreements with owners and sub-contactors



- Build and maintain relationships with suppliers, subcontractors, owners, and engineers to obtain better pricing, market information and future opportunities

**Requirements:**

- A Civil Engineering or Technical college diploma/degree
- 5+ years' hands-on experience as a Project Coordinator, Project Engineer or Project Manager (or a combination thereof) handling medium to large scale road construction projects from conception to completion with budget and time constraints.
- Complete understanding of project quality specifications and expectations.
- Ability to communicate effectively, with superior writing, language and technical skills.
- Ability to interpret engineering construction drawings, specifications and reports.
- Exceptional people management skills
- Significant understanding of Provincial construction safety regulations and proven record of safe project execution
- Thorough understanding of job costing and accounting
- Strong verbal and written communication skills to liaise with stakeholders including Senior Management
- Excellent analytical and problem-solving skills
- Effective leadership skills to successfully: develop an effective and engaged team of contractors and suppliers; foster collaboration with stakeholders and other departments; promote innovation and creativity; and anticipate and adapt to change

Interested applicants are requested to forward resume to [careers@paveal.com](mailto:careers@paveal.com)

Unsolicited resumes from staffing firms will not be accepted. We will contact candidates selected for an interview. Accommodations are available upon request.