



Job Posting

Project Manager – Housing and Infrastructure

Location: Chippewas of Kettle and Stony Point First Nation, Ontario

CKSPFN is currently seeking a Project Manager – Housing and Infrastructure that will be an integral part of a growing team. The successful candidate will be part of an energetic and growing team working for a First Nation looking to improve the lives of its residents through the construction and upgrade of housing and infrastructure. Specifically, the Project Manager will be responsible for the planning and delivery of a large housing subdivision and associated infrastructure.

As the Project Manager – Housing and Infrastructure, you will be responsible to:

- Leading a project team and ensuring project completion within budget, schedule and in conformance with specifications.
- Provide leadership to the project and create a highly committed team environment with all who can influence the project's outcomes.
- Authorize all commitments of expenditure on project (subject to agreed delegation and signing authority) and approve payment of invoices, manage claims response and settlement process.
- Carry clear responsibility and accountability for delivery of the Project's goals as set down by the Project Director.
- Write, seek approval, and maintain the Project Charter.
- Conduct monthly project meetings to review progress and discuss engineering, procurement and construction changes to project.
- Resolve problems of coordination, schedule and priority.
- Coordinate all project contacts, including suppliers, consultants, and contractors.
- Monitor and control all contractual commitments to assure that all work is being performed in accordance with the specifications, drawings, terms of the contract and expectations.
- Develop a clear understanding of the context of the project, the Project Director's expectations, and its business case, to allow alignment of project decisions with the business outcome required.
- Develop a project execution plan detailing the strategies for delivering the various elements of the project.
- Develop a detailed schedule, scope of work, estimate and risk model, and "drive" the project with these tools.
- Ensure that the entire project team has the required resources for the work.
- Overall project planning including monthly progress reports.
- Overall project estimating.
- Overall project cost control including variations registers, change management controls, procurement schedules, asset management.
- Safety – Displays and actively promotes behavior aligned to Hatch's goal of achieving a Total Safety Culture

QUALIFICATIONS AND EXPERIENCE:

Essential

- “Go-getter” attitude
- Optimistic and resilient
- Ability to be flexible, learn and perform challenging tasks outside area of skills and experience
- At least 7 years’ experience in a project environment in housing / infrastructure / project management
- Experience being on and around construction sites
- Advanced safety awareness
- Ability to function well in a team environment
- Commercial awareness with respect to project budgets (planned & actual)
- Experience in managing multi-disciplinary projects
- Knowledge of engineering, procurement and construction and other project-related activities, their interfaces, and interdependencies. Broad knowledge of industry standards and best practices
- Proven background of resourcefulness under pressure
- Ability to build relationships with team and clients
- Strong leadership skills
- Creative and approachable with a willingness to recommend innovative solutions
- Strong written and oral communication skills
- Strong Microsoft Office (Word, Excel, PowerPoint, Microsoft Project, etc.) skills

Desirable

- Diploma in Civil Engineering, Construction Management or other relevant discipline and experience
- Project Management Professional (PMP) designation
- Ability to operate independently or in a team environment;
- Working knowledge of project control systems

Please submit your resume and 3 references by January 28, 2022.

**Please forward all resumes to:
Melissa O’Quinn, Human Resources Manager by email to
melissa.oquinn@kettlepoint.org**