

**Site Supervisor/Project Manager**  
**(Water-Waste Water)**

Procon Constructors Inc. is currently looking to hire a Site Supervisor/Project Manager to lead one of our major water-wastewater projects in Welland, Ontario.

**Responsibilities and Duties:**

- The successful candidate will be responsible for performing a variety of project related office and site duties from inception to close-out as listed below:
- Responsible for the Project Management and site supervision of municipal infrastructure project
- Supervises and directs subcontractors
- Liaises with municipality, designers, engineers, technical staff, consultants, subcontractors on the project on a daily basis.
- Conducts project reviews as required on municipal infrastructure projects
- Establishes, monitors and maintains project schedules and budgets
- Creates, tracks and maintains construction schedules and milestones to monitor completion/progress.
- Leads/assists in negotiation of claims/disputes with the contractors and/or subcontractors.
- Negotiate and issue subcontracts and major purchase orders and monitor their progress and schedule, prepares documentation related to current or prospective projects, including correspondence, reports, proposals, health and safety issues, meeting agendas and meeting minutes
- Review and update schedule, cost forecast, cash flow, and prepare monthly progress billings.
- Develop recovery strategies when project schedule or budgets are in jeopardy.
- Process all change orders, including negotiating and assessing cost and schedule impact.
- Proactively, identifies, addresses, and resolves issues/problems as or before they occur, while reacting positively to change.
- Coordinates on-site material rental/purchases for field workers.
- Liaises with client and participates in business development initiatives
- Coordinates with, and assists business partners to provide services to client
- Leads in all facets of project closeout, including archiving of documents, creation of maintenance and warranty manuals, deficiencies and warranty work

**Education:**

- Completion of post-secondary education (Civil Construction education, background or experience is a definite asset)
- Engineering or Construction related degree, technical college diploma, or equivalent project management experience and knowledge acquired from practical construction experience.

**Qualifications:**

- A minimum of 5-10 years experience in Project Management and supervision of municipal water and/or wastewater projects
- The proven ability to successfully manage construction projects
- Thorough knowledge of all aspects of construction (technology, equipment, methods), industry practices, estimating/budgeting, scheduling and safety requirements.
- Working knowledge of contract language and legal requirements of contracts
- PMP certification is a plus
- Excellent technical, organizational, managerial and planning skills are a must.
- Strong communication and interpersonal skills both oral and written
- Ability to resolve project disputes

- Self-starter with excellent attitude and initiative
- Ability to deal effectively and tactfully with a wide variety of individuals in person, via telephone and in writing. Excellent customer relations skills.
- Ability to work independently and resolve practical problems, keeping all appropriate parties aware of issues or risks.
- Strong computer skills with software including Microsoft Office with strong emphasis on, MS Word, Excel and Microsoft Project.
- Mid to high-level contract and cost administration skills.
- Understanding of equipment selection and utilization.
- Ability to read and understand project plans and specifications.
- Understand basic behavior based safety programs and enforce company's safety policies.
- Exceptional attention to detail.
- Outstanding time management skills.
- Ability to work well under pressure and meet deadlines.
- Excellent multi-tasking skills.

To apply for this position, please email your cover letter and resume to [careers@procon.ca](mailto:careers@procon.ca). Please place job title "Site Supervisor 1117" in the subject line. In the body of the email please answer the following questions:

1. How many years of Construction Trade experience do you have?
2. How many years of Civil Construction experience do you have?
3. How many years of Estimating experience do you have?

Procon Constructors Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those candidates selected for a screening interview will be contacted.