

Job Description

Job Title: Project Manager - Civil Engineer / Environmental Engineer

Reports To: Director of Engineering

Location: 85 Morrow Road

Summary Statement

Under the supervision of the Director of Engineering, the position performs a variety of functions. These duties include but are not limited to day to day supervision of a team of civil technologist, estimation and quotation, drawing reviews and MOL applications. The remaining points are inserted under the duties and responsibilities section.

Key Relationships:

Internally: Executive Director, Director of Engineering, Divisional Sales Manager, Office Administrator, staff engineers/technologists/technicians, Sales/Customer Service Representatives, Warehouse employees.

Externally: Suppliers and Corporate Partners

Qualifications:

Education Essential:

- Completion of a University degree in Civil Engineering or Environmental Engineering.
- 5-7years' of relevant working experience (inclusive of EIT).
- Professional engineering registration with the professional Engineers Ontario and with good standing record.
- Advanced blueprint reading skills.
- Strong knowledge and thorough understanding of Microsoft Office suite and Project Management.
- Strong knowledge in computer aided design software's (e.g., AutoCAD, MicroStation, Civil 3D).
- On-site experience and exposure work, in a construction industry.

Skills and Abilities Essential:

- Ability to work independently as well as cohesively with employees and managers as part of a team.
- Ability to supervisor a team of civil technologist and/or Labourers.
- Excellent problem solving and conflict resolution skills in order to resolve conflicts and problems
- Excellent interpersonal skills in order to maintain an excellent rapport with co-workers
- Detail oriented and excellent organizational and multitasking skills

- Ability to work efficiently and effectively under pressure with simultaneous deadlines.
- Ability to think on your feet, assessing and planning and troubleshooting strategies.
- Ability to be energetic, driven and personable.
- Motivated to train and mentor others.
- Ability to travel when necessary.
- Self-starter with a strong ability to motivate others by example and attitude
- Previous work experience with ISO 9001, preferred.
- Seeks challenges and is focused on results.

Special Requirements:

- Must have a valid Ontario Drivers License to operate own, company and/or rental vehicle and be able to provide a clean driving abstract.
 - May be required to complete criminal record check, as applicable.
 - May be required to complete drug and alcohol testing, as applicable.
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Mental Effort Required to Perform the Job:

- Frequent mental attentiveness and listening is required when performing installations.
- Frequent mental effort is required in multi-tasking and handling interruptions that require constant refocusing.
- Frequently jobs may have dissimilar tasks and may require a high degree of accuracy.

Physical Effort Required to Perform the Job:

- Occasionally sitting for periods of time while completing drawings and designs.
 - Occasionally travelling to customers applications to perform installations.
 - Occasionally working in extreme cold or hot weather.
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Major Duties and Responsibilities:

Working with the AGC Team, the professional engineer responsibilities include but are not limited to:

1. Perform complete project reviews including SOW, appropriate volume and cost calculations, execution schedules (guidance), design review prior to bid and release of quotes.
2. Assist in managing multiple AGC projects in their entirety:
 - a. Management of each project process (tender specifications, drafting, review of technical contracts, material orders, staffing project installs, scheduling contractors and follow up).
 - b. To analyze contracts for any technical discrepancy, omissions and any additional submissions that may be required.
 - c. To answer client and engineering issues, that may arise during the completion and after completion of the contractual agreement. Advises

- customers on use and care of products, and provides advise concerning specialized products or services.
- d. Approve internal engineering review, installation project designs and reports.
 - e. Ensure final designs, as-built drawings, manuals and QA documentation are in order prior to shipping, installing or sending to client.
 - f. Ensure compliance with project plan and procedure requirements are met
 - g. Provide professional engineering stamp on applicable Ontario drawings and other provinces as required.
3. Assist in the management of the civil team through coaching techniques, ensuring open communication and organization, and integration of new staff.
 4. Ensure proposed designs satisfy all safety, technical, operational, commercial, maintenance and quality requirements defined in our specifications, standards and practices and applicable regulatory codes, prior to submission to the Director of Engineering.
 5. Participation in annual strategic planning and budgeting processes.
 6. Collaborate with the Director, in an effort to maintain/establish, evaluation and approval of protocols, policies and procedures and tools relating to the technical process and project management to stream line and improve the overall process.
 7. Contribute to new and revised product development, formulation and specification of these products and plant trials.
 8. Maintains communication with sales and oversee the review of technical calculations prior to tender bids and quotes.
 9. Maintain knowledge of all products availability, the product applications, product benefits and pricing structures.
 10. Maintains complete knowledge of and administers company and departmental policies, procedures and standards.
 11. Maintains client and company confidence by keeping information confidential and secure.
 12. Foster strong business relationships with current cliental and project management groups.
 13. Maintains a positive working relationship with team members and management in a team environment.

Responsibility for Resources:

- Responsible for work area.
- Responsible for the development of AGC and related product lines.
- Responsible for maintaining all paper work in association with product development.

Working Conditions

- Continuously working in an assigned workstation.
- Occasionally traveling to customer and potential customer locations.

Last Updated: October 26, 2020

A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor

I understand and acknowledge my duties and responsibilities as described in the following job descriptions.

I understand that my job is not limited to the outlined duties and responsibilities.

Name (Please Print)

Date

Signature