

Job Title

Construction Manager

Reports To

Senior Vice President, Construction

Job Details

Location: 1400 – 510 Burrard Street, Vancouver, BC

Status: Full Time

Company

Chard Development is an urban real estate development firm based in Vancouver, BC. We specialize in the development of condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. Chard is constantly growing with approximately 15 projects currently in development or under construction. We're obsessive about quality, and we work hard to exceed expectations. We know what it means to "roll up our sleeves" and we're committed to working as a team to get the job done.

Our corporate culture values relationships over transactions and prioritizes results for homeowners, investors, partners and communities. We rank accountability, integrity and initiative near the top of our must-haves list. At Chard, we set rigorous expectations but ensure team members have the right tools and mentorship to succeed. We believe that great ideas come from many sources—and give credit where it's due.

What is the Opportunity?

Reporting to the Senior Vice President, Construction, this position is responsible for coordinating, managing, and overseeing both new builds, fit outs, and other projects contributing to maintaining or improving Chard's portfolio. The Construction Manager will be responsible for analyzing, interpreting, and reporting on project data as well as working with internal departments to ensure that all projects undertaken are scoped appropriately, and managed in accordance with an established budget and schedule. This role will include cost benchmark tracking, pre-construction services, including early-stage budget preparation, and documentation as required in support of project approvals.

Job Responsibilities, Construction Manager:

- Support VP, Construction, and Director, Construction in fulfilling project objectives, assisting as needed in providing documentation, budget, and project management oversight as required.
- Coordinate, oversee, manage, and monitor project Preconstruction phase. Engage partners, contractors, consultants, and internal stakeholders throughout the project approval phase.
- Work closely with all internal stakeholders including but not limited to Finance, Operations, Marketing, Development, Accounting amongst others in the successful execution of assigned projects.

- Track project major milestones to ensure completion within the budgeted timeline; identifying conflicts and opportunities in advance working with the partners to course correct identified schedule deviations.
- Analyze project documents including drawings, budget, and schedules provided by partners and internal departments to identify inconsistencies. Engage in critical thinking and utilize collaboration skills as required to advance projects in the required timelines.
- Monitor change orders; evaluate and ensure proper approval protocols are followed. Timeliness in the change order approval process will be key to project expediency.
- Forecast project budget overruns early, inquire and provide options in mitigating identified overruns where possible.
- Dialogue regularly with internal stakeholders; Development, Marketing, and Operations; ensure critical needs are addressed throughout all phases of assigned projects.
- Perform project turnover deficiency walks with the Architect, identify incomplete or deficient work, and conclude project turnover items in keeping with the approved project timeline. Ensure project deficiencies for new construction are completed prior to first resident move-in while ensuring a smooth transition into the operational phase.
- Track contractor progress based on approved project schedule. Report inconsistencies through site inspections and coordination meetings with partners alongside monthly reporting process. Promptly report issues and provide options for expediting project as required to maintain approved turnover deadlines.
- As Construction Manager, you will be the point of contact for external and internal groups while projects are under construction. Monitor lines of communication ensuring friction points are remedied quickly, and all parties are functioning optimally throughout the project lifespan.
- Ensure project documents are filed in accordance with updated governance protocols and provide feedback for areas of improvement.
- Ensure a rigorous understanding of the project highlighting potential risk related to cost and schedule. Ensure a deep understanding of the contract documents, and support the Director, Construction in review and preparation of contract documents.
- Monitor and control the construction of each project to ensure that the project is built in compliance, on schedule, within budget to CDL's quality standards
- Enhance CDL's reputation as a preferred client and industry leader
- Travel from time to time as required
- Assist with additional requests from time to time

Reporting and Accounting

- Reporting to the Director, Construction, provide weekly updates related to schedule, budget, change orders and general risks and exposures. Work with external partners and internal team members to prepare updated project forecast presentation documents as part of a monthly reporting cycle.

- Manage monthly draw review process, ensuring all invoicing elements are in keeping with site progress while assessing change order status, classification, and values.
- Working with Finance team, provide commentary on project forecast elements including contract tender and award variances, schedule adjustments, and change management for the overall project. Ensure risk items are understood and reviewed with building partners throughout execution phase.

What do you need to succeed?

Must Have

- Post-secondary Degree/Diploma in Urban Planning, Business, Civil Engineering, Architectural Sciences or Project/Construction Management.
- A min. of 5-7 years of experience in construction and/or real estate. PMP Certification is considered an asset.
- Strong computer skills and demonstrated experience with project MS Excel, Word, PowerPoint Outlook, and Project.
- Ability to learn new Project Management software as may be required.
- Effective interpersonal skills and relationship-building skills.
- Strong written and oral communication skills.
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.

What can you expect from us?

- A diverse environment where individual differences are celebrated, and you're encouraged to be your best self.
- Collaborative environment where we work together to succeed as a team.
- Learning opportunities to help you grow and support for professional development and designations.
- Comprehensive benefit package

If you meet the requirements and are interested, please submit your resume and cover letter to hlewis@charddevelopment.com . We thank all applicants who apply, but only those who are qualified may be contacted.