



Traffic & Utility Project Manager

Alltrade Industrial Contractors Inc. – **Toronto, ON**

Organization Overview

Alltrade Industrial Contractors, located in Cambridge, Ontario is a leading provider of safe multi-trade services across a broad range of sectors. Our company is only as good as our people, and Alltrade has great people – people working daily to provide outstanding customer value and skilled workmanship. At Alltrade, we build people, projects, communities – together.

Job Purpose

We are currently looking for a full-time Traffic & Utility Project Manager to become an integral member of the Traffic & Utility team responsible for utility work projects, including traffic projects varying in size and complexity. The Manager is responsible for managing all on-site workers and enforcement of all required safety and work policies and will under the direction of the T&U Manager.

Duties and Responsibilities

- Assist in maintenance & coordination of equipment management for example; broken equipment, scheduling service of heavy trucks and utility equipment
- Estimates on utility projects including costs of materials, labour and equipment required for projects based on contract bids, quotations, drawings and specifications
- Reporting and communicating on project status
- Advises on tendering procedures; examines and analyzes tenders, recommends tender awards and conducts negotiations
- Establishes and maintains tendering process, sets up cost monitoring, reporting systems and procedures
- Participates in site review, tender review, tender hand-off, project closing with estimating team and Utilities Manager, as required
- Communicates and consults with engineers, owners, contractors and subcontractors, and provides reports on changes and adjustments to cost estimates
- Conducts equipment and material order list for purchasing department
- Coordination of various projects
- Ensure project profitability, schedule adherence and customer satisfaction.
- Provide monthly performance status including cost forecast and schedule.
- Coach and mentor junior employees.
- Other duties as assigned.



Qualifications and Requirements

- Bachelor's degree in a related area.
- Three plus years of project/contract management within a traffic & utility environment.
- Certified PMP is an asset
- Extensive experience as a qualified Electrician may substitute for post-secondary education requirements
- 3+ years' experience with electrical estimating on utility construction projects
- Knowledge and experience excavating near Public Utilities / Locates
- Proficient knowledge of Microsoft Office Suite, Microsoft Project
- Strong communication and problem-solving abilities
- Strong organizational and time-management skills
- Ability to work effectively as a member of a team as well as an individual

The successful candidate will possess a passion for integrity, partnership and empowerment along with excellence and commitment to a challenging position that offers opportunity to grow through great leadership and continued improvement.

Application Deadline: June 30, 2017

In order to be considered, all applications must include the Job Title in email subject line.

We thank all applicants for their interest in Alltrade Industrial Contractors; however only those selected for an interview will be contacted.

If contacted for an interview, please inform us if accommodation is required.

It is the Policy of Alltrade Industrial Contractors to make decisions on interviewing, on the basis of qualifications. We are committed to providing equal opportunities for all qualified employees and applicants for employment without regard for race, religion, colour, sex, age, disability, national origin, marital status or any other grounds specified by law.

Job Type: Full-time

Required experience:

- Project Management: 5 years

Required license or certification:

- Valid Driver's License