

Senior Construction Project Manager

Duration:

Indeterminate, Full Time - Nine (9) Month Probation Period

Division:

Capital Unit

Salary:

\$76,908.00 - \$103,837.50 per year (37.5 hours per week)

Deadline To Apply:

Details

Purpose:

Supports the Capital Unit in leading and managing complex major capital projects of varying size and scope for the Mohawk Council of Kahnawà:ke.

Develops and manages construction projects from start to finish, ensuring they are completed within the forecasted timeframe and budget.

Roles & Responsibilities:

To develop, lead and manage projects and initiatives for the Director of Capital.

- Develop and implement projects using the MCK Project Management Framework and ensure alignment with MCK's Strategic Plan.
- Define comprehensive project scopes, project plans and deliverables including timelines, budgets, and resource allocations.
- Advises and manages pre-construction activities such as feasibility studies, permitting, and design coordination.
- Oversees and directs consultants during design and construction phase of the project.
- Participate in the tendering, contracts and procurement process phases to engage professional and construction services.
- Ensure project goals align with organizational objectives and regulatory requirements.
- Lead, mentor, and manage project teams, other MCK project managers to build organisational capability.
- Resolve issues proactively to maintain project momentum.
- Identify project risks and develop mitigation strategies.
- Conduct regular site inspections to ensure compliance to design specifications and quality standards.
- Address and resolve design or construction issues promptly.
- Maintain high standards of workmanship and project delivery.
- Foster a collaborative, solution-oriented work environment.
- Conduct post-project reviews and implement continuous improvement processes.

Manages the administrative and financial functions of construction projects.

- Develop and manage project budgets, ensuring cost control and financial performance.
- Monitor expenditures and address variances with corrective measures.
- Manage contracts, vendors and follow MCK procurement processes.
- Manage project changes through structured change-control processes.
- Approve invoices, change orders, and other financial documents.
- Prepare executive-level reports dashboards and presentations.

Education & Experience:

- A University degree or diploma in Engineering, Architecture, Construction Management or related field (or an equivalent combination of academic and practical experience) plus five (5) years related experience.
- PMP Designation OR working towards PMP Designation
- High School Diploma, plus five (5) to seven (7) years of project management experience.

Knowledge, Skills, Abilities:

- Knowledge of project management principles and practices in the field of public infrastructure.
- Knowledge of project development work and construction processes.
- Excellent interpersonal skills and a highly motivated self-starter.
- Sound organizational, research, and analytical skills to develop and provide sound advice and contingency planning for various projects.
- Strong oral and written communication skills.
- Leadership skills and team management.
- Ability to use initiative, strategic thinking and problem-solving techniques.
- Ability to plan, strategize, and work both independently and with a team.
- Detail oriented.
- Sound knowledge of MS office systems (Word, Excel, PowerPoint, Outlook)
- Proficiency with project management software and willingness to learn new programs.
- A valid Quebec driver's license is a requirement.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- Demonstrate the willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week is performed in an office environment.
- Some site visits are needed.
- Moderate stress and productivity pressure are associated with multiple priorities and tight deadlines.
- Must have the ability to work in a fast-paced environment.
- Occasional travel is required.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to applications@mck.ca