



SNAKE LAKE CONTRACTING LTD.

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Civil Project Manager

Snake Lake Contracting Ltd. (SLC) is a prominent construction company that provides its clients with the highest degree of workmanship and professionalism in all aspects of earthworks, aggregate crushing & roadbuilding. SLC is seeking an experienced Civil Project Manager that is comfortable in estimating and administrating projects from 250K to 1 million. We are looking for a person who is confident in running the operation while providing oversight, ensuring the safety of crew members, proper training, and productivity of crews. The successful candidate will be responsible for Estimating, Production, Safety management, Foreman supervision and execution of all SLC's support systems such as Preventative Maintenance.

We are located in Prince Albert; however, travel to job site is required, you will be reporting to the General Manager. Your duties are as follows but not limited to:

- Direct and manage project development from beginning to end by defining the project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders;
- Estimate the resources and participants needed to achieve project goals;
- Define project success criteria and disseminate them to involved parties throughout project life cycle;
- Effectively understand and communicate project milestones, expectations, schedule, budget and change requests to team members and stakeholders in a timely and clear fashion;
- Develop and implement project execution plans, schedules, budgets and reporting;
- Ensure that a collaborative relationship is created and maintained with company and clients;
- Follow up with crews and clients to ensure project is meeting expectations;
- Ensure project follows company and client policies and procedures, and supports company mission, values and standards.
- Follow policies and procedures to ensure due process is followed when compliance is not met, this may include progressive discipline or involving other departments; and
- Ensure alignment of project/change initiative.

Typically, the knowledge required for this position gained through Project Management Professional Accreditation and/or any Civil accreditations. 5-15+ year experience in Project Management or Site Superintendent. Experience in MS Projects and Microsoft Office 365 would be an asset. Excellent verbal and written communication skills, and strong attention to detail.

Please define parameters related to projects you have estimated and administrated with the values in your cover letter. We thank all applicants for their interest; however, only those candidates selected for interview will be contacted.