



UNDERGROUND UTILITIES PROJECT MANAGER

Location(s): Edmonton, AB

We are project and people driven. We hire people who excel at their work, take on new challenges while exploring new ideas. CKB Construction delivers challenging assignments while providing a supportive work environment. We are always looking for talented individuals who can bring innovative solutions and new ways of thinking to every project.

We are seeking an Underground Utilities Project Manager

Position Summary

Reporting to the Vice President of CKB Construction, this position will focus primarily on execution of new and/or reconstruction of wastewater projects as well as the preparation of construction specifications, cost estimates, work programs, project budgets, proposals and other administrative duties

Primary Responsibilities:

ESTIMATING

- Review tender information and submittal requirements
- Understand the contract scope of work and assess resource requirements based on the tender milestone dates to determine feasibility
- Attend pre-bid meetings and perform site visits when required to assess field conditions
- Liaise with Superintendents as needed for input and direction
- Assess and understand the project specifications, measurements and payment descriptions, and QA/QC requirements
- Prepare subcontractor, material and vendor RFQ's
- Prepare and compile project execution plans, proposed schedules and other deliverables required of the overall tender submission
- Prepare estimates for review in appropriate time frames
- Assess potential risk items and formulate mitigation plans
- Assemble labour and equipment configurations to accurately determine cost of components of work
- Work closely with suppliers, subcontractors and vendors through the tender process
- Manager time accordingly to meet tender deadlines and closing dates

PROJECT MANAGEMENT

During construction season the candidate will focus on supporting projects

- Understand the project scope of work and all specifications
- Maintain the project schedule and ensure milestone dates are achieved
- Identify resource needs
- Communicate, co-ordinate and liaise with project staff
- Attend weekly client progress meetings
- Advise on constructability and best methodology/practices
- Manager coordinate subcontractors
- Procurement and management of materials
- Manage change and additional/ out of scope work
- Actively pursue achieving CCC and FAC
- Complete monthly billing/ invoicing
- Build collaborative and strong client relationships

Qualifications Include:



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1. Candidates preferred to C.E.T or Civil Engineering Degree
2. Minimum 3-5 years' experience in water and sewer infrastructure projects ranging from \$2M-\$30M
3. Must be able to form strong working relationships with diverse groups of people, including company employees at all levels, clients and stakeholders;
4. Must understand applicable environment and OHS regulations;
5. Ability to successfully manage heavy workloads with multiple priorities
6. Computer skills in MS Office, estimating software, CAD modeling software

What we Offer:

At CKB we pride ourselves in offering a competitive salary and some of the best benefits available. Our benefits package includes extended health care (medical, dental), long term disability, life insurance and Employee Family Assistance Programs.

Safety is vital within any CKB operation. All employees are expected to be familiar with the company's safety program and follow the safety policy at all times.

To apply please send your resume to:

hr@abalone.ca