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## **PROJECT MANAGEMENT – DEPARTMENT HEAD**

### **Purpose:**

Oversees and provides direction to Project Managers, Assistant Project Managers, Site Superintendents and administrative staff.

Responsible for establishing and running the Project Management Office (PMO) with the objective of ensuring all projects are delivered using a 'best-practice' Project Delivery Approach and are delivered within the agreed scope, time, cost and quality.

This role will be three-fold, firstly overseeing the portfolio of organizational projects, providing expert knowledge and support and monitoring progress and reporting on the portfolio status. Secondly managing projects directly. Finally, the development, introduction and on-going iteration of the organization's Project Delivery Approach.

The role is expected to provide strong leadership in a matrix environment to promote best practices in managing interrelated projects to ensure successful delivery. This role will also ensure project resources have the correct toolsets and processes in place and that all relevant staff are trained and equipped to deliver successfully.

### **Reports to:**

General Manager

### **Responsibilities:**

- 1. Team Support and Growth:** Provide leadership and guidance to Project Managers to ensure client projects are well-organized, on time and on budget from kickoff to delivery meeting expectation and success targets.
- 2. Managing Best Practices:** Share, teach and reinforce the use of collaboration, cooperation, team building and communication.
- 3. Hiring:** Source, interview and lead in the hiring of new team members.
- 4. Performance Reviews:** Hold accountability for conducting performance reviews of team members bi-annually and make staffing/hiring recommendations based on outcomes of these reviews.
- 5. Client Management:** Setting expectation for the team and for the clients to help resolve issues. Report directly to the client as necessary. Manage expectations to ensure positive outcome and customer experience.
- 6. Standards:** Develop templates for material list, budget tracking, drawings and other project management tools when necessary. Be responsible for consistent and effective reporting. Train team as needed on tools used to manage and track projects.
- 7. Leadership:** Leads by example – provides clear direction and always attempts to obtain buy-in. Promotes leadership through collaboration, cooperation and communication.
- 8. Goal Setting & Performance:** Set team development goals, action plans, and timetables. Provide measures to assess the performance of Project Management.

**Knowledge, Skills & Abilities:**

- Strong project management and excellent organizational skills are fundamental, as is the ability to liaise with people at all levels of the organization.
- Proven working experience in construction project management.
- Possesses above average communication skills both written and oral.
- Willingness to train others.
- Ability to multitask, prioritize and manage time efficiently.
- Proficient with Microsoft Office, Microsoft Project and Project management software.
- Self-motivated and self-directed.

**Signatures:**

This job description has been approved by all levels of management.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee: \_\_\_\_\_

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*

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