

Project Manager

Gavan Construction Company is a residential builder specializing in meticulously crafted custom homes and high-quality renovations in the Sea to Sky corridor. Our projects are characterized by unique design, exceptional craftsmanship, and an obsessive attention to detail.

Why work for us

We are a collaborative, high-performing team that takes pride in delivering exceptional custom homes and large-scale renovations. Our culture is professional, positive, and team-oriented, with our employees building long-term careers with us. We value strong relationships, open communication, and a supportive work environment where people enjoy working together both in and out of the office. Our team is made up of driven, reliable people who care about quality, take ownership of their work, and contribute to a strong sense of teamwork across every project.

Benefits

Our permanent employee benefits include paid lunch breaks, a company cell phone plan, and extended health care coverage, with the company covering 70% of premiums. We also offer a fiscal year-end bonus, annual boot allowance, access to golf passes, and regular social events and team outings, including access to Vancouver Canucks tickets. Employees benefit from structured performance reviews, ongoing training and development opportunities, and discounts at Lordco Auto Parts and KMS Tools.

Job Overview

Reporting to the Chief Operating Officer, a Project Manager is responsible for leading and delivering projects on schedule and in alignment with the project estimate, while

ensuring company and client quality expectations are met. Throughout the project lifecycle, they proactively identify and manage risks to minimize disruptions and support successful outcomes.

Essential Functions / Major Responsibilities

Essential functions of a Project Manager may include, but are not limited to, the following:

- Develop an accurate scope of work and monitor throughout the project lifecycle, ensuring any changes are properly communicated and documented
- Plan all phases of the project lifecycle from initiation to completion/closing
- Develop and adhere to the project estimate and schedule, ensuring the company's quality standards are upheld
- Maintain an accurate estimate and schedule throughout the project lifecycle to ensure an accurate execution
- Obtain all necessary documents, permits and approvals to execute the project
- Manage all documents such as drawings, RFI's, quotations, specifications, etc. ensure these are stored on SharePoint following company best practices
- Ensure that all local and provincial building codes and regulations and safety precautions are followed.
- Ensure compliance of contractual responsibilities between both the company and the client, and the company and subtrades
- Hire and direct all subtrades needed to complete the project, ensuring estimate, schedule and quality are considered
- Facilitate the exchange of information between the client(s), subtrades, vendors, stakeholders, and bodies of authority in a professional, concise, and timely fashion
- Communicate with the client(s) and provide regular progress reports as per the client's wishes
- Procure necessary materials, supplies, tools, and equipment as per the project estimate and schedule
- Support and manage the site superintendent/foreperson in all aspects of the project lifecycle
- Lead project teams and maintain positive relationships with all stakeholders, including subtrades and consultants, while acting as the client's representative
- Collaborate with architects, engineers, and other professionals as required
- Manage both internal and external risks within the project's lifecycle
- Use scheduling software to update schedules, track progress, and document project progression

Secondary Functions

Secondary functions of a Project Manager may include, but not be limited to, the following:

- Deliver project status updates in the biweekly project management meetings as required
- Assist the Chief Operating Officer in defining and standardizing project management processes to increase efficiency and productivity
- Assist the site superintendent/foreperson in ensuring the work site is fully compliant with the Occupational Health & Safety Regulations (OHSR) and company best practices

Skills / Experience Required

- Have obtained or are working towards a PMI-recognized certification
- Completed a form of post- secondary education in project management
- Ability to lead a team by being a good and effective communicator
- Excellent at building rapport and creating a team environment
- Ability to maintain a high level of organization
- Ability to determine potential risks while devising proactive ways to solve them
- Ability to multitask and prioritize tasks
- Problem-solving skills
- Proficient in MS Office, including Excel, SharePoint, and Outlook
- Well-practiced in the use of scheduling software
- Demonstrated ability to communicate clearly and professionally, both verbally and in writing, with a wide range of stakeholders.
- Data analysis skills
- Ability to create a culture of diversity and inclusivity