



Wescan Construction Services
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Job Description

Mechanical Project Manager

Position Overview

We are seeking a highly skilled and experienced Project Manager to oversee mechanical (plumbing, steamfitting) construction projects from initiation to completion. The ideal candidate will have a proven track record of successfully managing complex construction projects, excellent leadership abilities, and a strong understanding of mechanical systems and equipment. The Project Manager will be responsible for overseeing and managing all aspects of our construction projects, including planning, scheduling, budgeting, and coordination with all project stakeholders. They will be responsible for ensuring that projects are completed on time, within budget, and to the highest standards of quality.

Responsibilities

- Ensure proper communication flows to all Wescan stakeholders in the project, i.e., price, organize and coordinate all change orders to ensure they are done efficiently. Ensure all A materials are effectively purchased and delivered in a timely manner. Review monthly progress billing with foreman and submit to administration.
- Utilize prefabrication to maximum labor reduction.
- Ensure the Project Foreman is managing labor and material effectively by conducting regular site visits, monthly status reports and document accordingly.
- Pre-plan projects by meeting with all the stakeholders and compile all of the required documents related to the project.
- Ensure working drawings are updated regularly (as builds).
- Determine if bonds, insurance, etc. is required and pass on to administration.
- Compile a project schedule relevant to general contractors and review with foreman.
- Review shop drawings with project foreman for prompt deliveries of products.
- Report monthly to the General Manager on the status of the project; i.e., actual labour versus projected.
- Assist and ensure project foreman will handle labor problems in an effective manner.
- Ensure new foreman are properly orientated by reviewing policies and procedures.
- Complete subordinate probation and yearly performance evaluations.
- Ensure operations and maintenance manuals are completed and turned it over to clients in a timely manner.



- Ensure the implementation of site safety regulations.
- Hold a project review meeting once project is completed with all project managers, estimators and management to identify project successes and failures.
- Identify to the estimator any areas which may be helpful estimating future projects more accurately.
- Attend weekly production meetings.
- Ensure site office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems.

Requirements

- 5 year supervisory experience in mechanical projects.
- Excellent knowledge of mechanical and plumbing codes and regulations.
- Certifications in Project Management courses preferred.
- Valid driver license.

Key Skills & Proficiencies

- Strong interpersonal and communication skills.
- Strong computer skills (MS Office, Procore).
- Excellent work ethic.
- Excellent follow-up skills.

NOTE: The Job Description is not all-inclusive. Employee may perform other related duties as negotiated and assigned to meet the ongoing needs of the organization.
