

# Project Manager

Location: Surrey, BC  
Start Date: March 2018

## COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

As we continue to grow, Arctic Arrow is offering this exciting opportunity for a Project Manager to work as part of our project team in the field and travel across Western Canada.

## POSITION OVERVIEW

Reporting to the Regional Operations Manager, the Project Manager is responsible for the planning and delivery of power transmission and distribution projects and managing construction progress in a safe, timely and cost-effective manner, consistent with commercial contracts. Duties will include successful initiation, planning, budgeting, scheduling, execution, control and close-out for all projects.

## RESPONSIBILITIES

1. Provide strategic project management leadership for large and complex power transmission and distribution projects
2. Plan and control all stages of the Project Management Lifecycle. Be thoroughly aware of all aspects of the contract(s) and the precise scope of work
3. Develop and review construction planning and monitor progress of allocated projects to ensure they are being delivered to schedule and within quality and cost estimates. Take corrective action if significant deviation from schedule and/or budget occurs
4. Provide the VP of Operations and Regional Operations Managers with regular, accurate progress reports with recommendations to improve schedule and budget wherever possible
5. Act as primary FSR for the Arctic Arrow contractor's license
6. Responsible for Electrical Permitting as required in the Northern BC area and as required elsewhere.
7. Make declarations on behalf of Arctic Arrow for any type of regulated electrical work
8. Ensure all Arctic Arrow offices and yards in your area are maintained in a professional manner
9. Enforce Arctic Arrow's policy decisions at all levels of responsibility
10. Manage, supervise and schedule the activities of all project staff and subcontractors ensuring effective co-ordination of the construction process. Co-ordinate and control site staff and physical resources to achieve construction targets

11. Lead the change management function (identification, notification and resolution) on multiple projects. Discuss with clients any extras and progress payments, ensuring that these are on the best possible terms. Ensure that the specification is interpreted and used to Arctic Arrow's best advantage
12. Effectively manage project budgets by identifying and implementing effective construction methods
13. Motivate and develop project staff by way of effective leadership, teamwork, training and personal development
14. Develop and maintain positive business relationships with existing and potential clients. Identify new market opportunities
15. Lead projects effectively through all internal and external processes
16. Overall management of the project scope, schedule and cost
17. Accountability for the development and management of project plans
18. Develop detailed and accurate project estimates and schedules as required
19. Communication effectively with, and provide status updates to stakeholders as required
20. Assess project risk and proactively develop mitigation plans
21. Work collaboratively with the VP of Operations to ensure project schedule and cost are managed and tracking to plan
22. Ensure all projects are adequately resourced. Lead capability growth through effective identification and recruitment of additional personnel
23. Proactively build and sustain relationships with clients and general/sub-contractors, both while on the job and through networking outside of work hours
24. Assist in the monitoring and control of all projects to forecast costs, obtain approvals, identify trends and take action to avoid cost overruns
25. Define project quality requirements
26. Ensure the right systems are in place and are applied on every project
27. Prepare and/or review reports for management, client or others
28. Ensure the safety of workers on project sites under your control
29. Contract management

#### QUALIFICATIONS

1. Bachelor's degree or 10 years direct experience in the power transmission industry
2. Previous technical, practical and commercial experience including proven ability in leading multidiscipline activities
3. Previous contractor experience as a Project Manager on construction projects of at least \$10m value
4. Thorough understanding of power transmission and distribution procedures and practices
5. Proven experience in Microsoft Software Applications (Word, Excel, PowerPoint and MS Project)
6. Thorough understanding of Project Management methodologies (PMBOK / PRINCE2)
7. Detailed understanding of project cost to complete forecasting, change order management, scheduling

#### REMUNERATION

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at [www.arcticarrowgroup.com/careers](http://www.arcticarrowgroup.com/careers).

*Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.*