



## **CAREER OPPORTUNITY – PROJECT MANAGER**

### **ABOUT ROTERRA:**

Roterra is a turn-key foundation solutions provider with focus on four main technologies: helical screw, bored cast-in-place, driven, and continuous flight auger piling along with excavation support (shoring). We offer engineering and fabrication solutions with a focus on providing end-to-end service. We service all markets and all project sizes pride ourselves on providing industry-leading customer experience.

### **WHY WORK FOR ROTERRA:**

We offer a comprehensive compensation plan including a health and dental package, employee assistance plan, competitive salary, group RRSP and deferred profit sharing plans, as well as room for growth. Roterra has a young and dynamic team that is owner-operated and committed to being a leading provider of our core products and services across North America. If you are looking to join a professional team of high functioning and high performing individuals committed to accomplishing significant growth for both the company and the individuals, than Roterra is for you.

### **ROTERRA CORE VALUES**

- We pursue excellence by constantly raising the bar
- We have passion and enthusiasm – for our roles, the company and our relationships.
- We are experts that continually grow
- We do the right thing
- We are team players

### **PURPOSE:**

The purpose of the Project Manager is to ensure that Operations executes projects in a timely, profitable manner in such a way that it meets the mutually agreed upon scope set by the client and Roterra. Project Managers must be able to handle the predicted and unpredicted events that occur in a tricky industry. They must maintain the trust of the client for the duration of the project, even when things do not go according to plan. Project Managers ensure that changes that are outside of the project scope are captured and communicated to the client before work happens. They are skilled negotiators and conduct themselves professionally in every situation.

### **PROJECT MANAGERS ARE RESPONSIBLE FOR THESE CORE FUNCTIONS:**

#### **Define & Execute Scope**

- We ensure project legal documents and contracts are reviewed, signed, and understood
- We act as a hub on projects working closely with the project team and client to ensure successful project execution.
- We create and execute project work plans, schedules, and milestones; revise as appropriate to meet changing needs and requirements.
- Select and coordinate trade subcontractors and suppliers as required.

## **Communication**

- We communicate with clients proactively.
- We match the appropriate media of communication to the news/update at hand (deliver bad news in person or over the phone whenever possible)
- We plan organize and direct daily operations while ensuring project documents are complete, current, and stored appropriately.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements.
- Assist with the preparation of construction project estimates.

## **Profitability**

- Understand basic revenue, pricing and billing models, profit and loss, and cost-to-completion projections and make decisions accordingly.
- Manage project budgets including tracking project hours and expenses on a regular basis and ensure projected profits are on track
- Ensure timely and accurate invoicing and monitor receivables for project.
- We proactively seeking out creative and innovative ways to increase revenue and project effectiveness.
- Adhere to Roterra's health and safety policies and procedures as well as our ISO 9001:2015 certified program.

## **EXPERIENCE REQUIREMENTS:**

- A minimum of 10 years of project management experience with 5 years piling experience.
- Solid understanding of construction practices and processes with a proven record of successful project execution
- Degree or diploma in Civil Engineering or Construction Management is preferred
- Proficiency with Microsoft Office Suite
- Knowledge of industry processes, procedures, and best practices

## **CORE COMPETENCIES**

- A thorough understanding of the project management discipline and demonstrated project management skills.
- A can-do attitude to effectively roll-out initiatives and create excitement in the organization.
- Excellent communication and influencing skills, combined with the ability to interact and gain the support of senior management and other decision makers.
- Highly proficient technically in Microsoft Project, Primavera or other scheduling software.
- Knowledgeable in document management and quality assurance systems.
- Strong organizational, time management and project management skills handling multiple job priorities, performing a variety of tasks and meeting required deadlines.
- Sound leadership, proactive staff management and strong team building skills.
- Results-driven and career focused thriving on the success and growth of a company culture.
- A well-defined sense of diplomacy, advanced conversation skills including negotiation and conflict resolution abilities.
- Strong morals and ethics, along with a commitment to privacy and confidentiality.

## **HOW TO APPLY:**

If you are interested in this position, please send your resumes to [dplett@roterra.com](mailto:dplett@roterra.com)