



Senior Project Manager

Toronto, ON | Full-time

Greenspace Construction Inc. offers general contracting, construction management, and design-build services, with a focus on heavy civil construction and water / wastewater infrastructure projects throughout southern Ontario. We provide superior delivery of construction projects through strong communication, scheduling, contingency planning, quality control and onsite management.

At Greenspace, we pride ourselves on quality workmanship, focus on providing an environmentally sustainable future for construction, and an exciting and rewarding work environment with significant opportunity for growth.

The Opportunity: Senior Project Manager

Reporting directly to the Project Director, the **Senior Project Manager** plays a pivotal role in our organization. You will be instrumental in overseeing the entire project lifecycle, from tender review to successful close-out, ensuring projects are delivered efficiently, on schedule, and within budget. This role demands a strategic thinker with proven leadership abilities, capable of driving complex projects and fostering collaborative relationships with all stakeholders.

ESSENTIAL FUNCTIONS:

As a Senior Project Manager, your responsibilities will span critical areas of project management:

I. Pre-Construction & Tendering Management

- Collaborate with senior management to identify and evaluate promising tender opportunities.
- Work alongside the lead estimator to review bid sheets and project proposals, providing input on the structure and subcontractor selection.
- Manage comprehensive tender closings, including diligent follow-up with subcontractors to finalize pricing, secure bid bonds, gather references, and compile all necessary information.
- Finalize tender submissions with senior management, ensuring accuracy and competitiveness before formal submission.

II. Project Planning & Contract Administration

- Thoroughly review awarded contract documents, ensuring all conditions are met and securing all required bonds, insurance, and compliance documentation.
- Critically review Letters of Intent (LOIs) and purchase orders (POs) prior to their issuance to subcontractors and vendors.
- Oversee and manage all official submissions to the project owner.
- Develop comprehensive work plans, leveraging estimate files and collaborating closely with site supervisors.
- Create and maintain the project baseline schedule, including the work breakdown structure (WBS), and provide regular progress schedule updates as required.

III. Project Execution & Oversight

- Maintain a continuous flow of critical information among the project team, consultants, and the owner.
- Timely issue site instructions, contemplated change orders, and other directives to subcontractors.
- Coordinate effectively with site supervisors, sub-trades, and vendors to ensure seamless execution of work.
- Compile all necessary submittals to ensure successful project completion and close-out.
- Maintain daily communication with the site supervisor to strategize, schedule, and report on job progress and changes, including bi-weekly onsite job visits.
- Proactively collaborate with sub-contractors to swiftly resolve any jobsite issues that arise.
- Continuously monitor, update, and compare estimated quantities against actual quantities consumed.

IV. Financial Management & Reporting

- Approve and process invoices, work authorities, and purchase orders with accuracy and efficiency.
- Conduct monthly financial reporting sessions with senior management to review project budgets, ensure financial health, and present updated forecasts and projections.

V. Stakeholder Engagement & Leadership

- Lead productive site meetings with subcontractors and internal staff to ensure alignment and progress.
- Actively participate in owner and design coordination meetings alongside consultants and site supervisors.

- Provide redlined as-builts and Operations & Maintenance (O&M) manuals as required for project deliverables.

WHY GREENSPACE CONSTRUCTION INC.?

- Opportunities to lead significant and complex projects.
- Flexible work schedule and remote work opportunities.
- A collaborative and supportive work environment, fostered by a strong team culture, open communication, and regular team-building activities.
- Competitive salary & bonus structure, recognizing and rewarding individual and team performance.
- Clear pathways for career advancement, professional development and mentorship opportunities.

ROLE REQUIREMENTS / ABILITIES

Experience / Education

- Post-secondary education in Construction Management, Project Management, Engineering, or an equivalent mix of education and training.
- Minimum of **10-15 years of progressive experience** as a Project Manager, with a strong background in:
 - Heavy civil construction
 - Municipal infrastructure
 - Experience with complex structural projects (e.g., bridges, culverts, roads, and other specialized civil structures) is a significant asset.
- Demonstrated experience managing projects with values ranging from **\$5 million to \$25+ million**.
- Professional certifications relevant to construction management (e.g., PMP, P.Eng., Gold Seal Certification) are considered a strong asset.

Skills & Abilities

- **Exceptional Problem-Solving:** Proven ability to troubleshoot, diagnose, and effectively resolve complex onsite issues; a strategic and solutions-oriented approach.
- **Superior Communication:** Excellent verbal and written communication skills, with the ability to proficiently read and interpret complex construction design drawings, contracts and technical specifications.
- **Technological Proficiency:** Highly proficient in the use of MS Office Suite (Excel, Word, Outlook, Project, etc.) and Google G Suite.

- **Health & Safety Acumen:** In-depth knowledge of and adherence to health and safety principles, procedures, and legislation (e.g., Ministry of Labour, OHSA).
- **Organizational Excellence:** Highly organized with a demonstrated ability to effectively prioritize and manage conflicting demands in a fast-paced environment.
- **Subcontractor Management Expertise:** Significant experience working with subcontractors, including issuing purchase orders, reviewing subcontract agreements, and strategic scheduling.
- **Full Construction Lifecycle Understanding:** A detailed and comprehensive understanding of the entire construction project lifecycle, from initial project start-up to successful close-out.
- **Team Leadership & Mentorship:** Demonstrated ability to effectively delegate, lead, and mentor junior staff, specifically Project Coordinators, fostering their professional growth and ensuring seamless team collaboration.
- **Transportation Requirements:** Possess a valid G driver's license and vehicle.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to **careers@greenspacegroup.ca**. Please include "Senior Project Manager Application" in the subject line.

Greenspace Construction Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We appreciate the interest by all candidates however we will be contacting those that best fit the position requirements.

If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Greenspace Construction Inc. will work with you in an effort to ensure that you are able to fully participate in the process.