

Company Overview

Think you have what it takes to be a key contributor to building out Canada's power infrastructure? The FMI Group is an electrical contracting company that specializes in construction of large-scale energy generation, transmission and distribution projects. We are proud to consider ourselves to be a leading industrial utility service provider within Western Canada, executing projects in British Columbia, Yukon Territory, Alberta, and Manitoba. Based in Nanaimo, the Company has been family-owned and operated for over 30 years and offers a caring and collaborative work culture. A sense of adventure, pride and fulfillment is built into every career at the FMI Group.

The Opportunity – Project Manager

We are looking for highly motivated individuals who are interested in being a supportive team member and who will bring an innovative mindset to a quickly-growing Company. This position is part of the Company's Project Management Team and is considered strategic within the organization. If you thrive in a fast-paced environment under tight deadlines, enjoy collaborating and communicating with your teammates, are goal oriented and professional, this rewarding opportunity may be for you.

Position Summary

The Project Manager is based in Nanaimo BC and will lead and motivate a team of managers and workers in the day-to-day management of projects. The Project Manager oversees overall projects from inception to successful completion, with a special emphasis on safety performance. Critical job elements include safety, quality, schedule, cost control, contracts, risk management, subcontractors, suppliers, proposals, estimates, documentation turnover, client relations / management, field staff supervision and other duties required to execute projects. This position could include both long and short-term remote field assignments, as determined by specified projects and the location of those projects.

Essential Duties and Responsibilities

- Act as a Company representative and provide professional leadership by cultivating and promoting positive working relationships and communications with corporate management, site supervisors, client team members, subcontractors, and other contractors on site.
- Manage contract administration, including submittals, change management, contract closeout, and claims mitigation. Must have the ability to interpret and manage general conditions, special conditions, and specifications of a contract.
- Develop and implement a detailed project execution plan, including environmental controls, quality assurance, health and safety, and project staffing.
- Manage each project on a proactive basis by looking ahead, minimizing site PO's, ensuring materials are on site and subcontractors are coordinated well in advance of the work, obtaining competitive subcontractor and material pricing in conjunction with the Site Supervisor.
- Manage changes to the project scope, project schedule, and project costs using appropriate change management techniques, and billing in a timely and accurate fashion. Ensure project deliverables are aligned with project plan and specifications.

- Work with the project team to confirm deliverables and services are being provided to client's satisfaction.
- Manage and control all documents (such as Request for Information, Submittals, Field Advice Memos, and Site Instructions) so they are submitted and responded to per contractual requirements.
- Prepare Monthly Progress billing on time and with accurate progress percentages, monitor and report to management on the progress of all project activity – cost and schedule metrics, significant milestones, procurement issues, safety or environmental concerns, design questions, potential impacts and any issues requiring home office support. For projects that are under one month in duration, timely billing at time of completion is required.
- Partner with the Site Supervisor to ensure understanding of the duties of each subcontractor prior to mobilizing to site, and create subcontractor accountability for cost, schedule, and safety.
- Review of early payment rebates from all suppliers and subcontractors in order to enhance FMI profitability and subcontractor reliability and relationships for current and future projects.
- Work with the Director of Operations and Construction Manager to assist in selecting subcontractors that are reliable, cost-effective and professional; in conjunction with reviewing early payment discounts that can be applied to the subcontract.
- Monitor and maintain project baseline schedule and weekly updates, as well as project Quality Control requirements and documents.
- Establish weekly meetings to review project status, discuss relevant issues and formulate action items.
- Manage project budget with monthly profitability forecasting in a timely manner.
- Measure project performance using appropriate systems, tools and techniques.
- Responsible for all aspects of project close-out and formulation of lessons learned documentation.
- Perform other miscellaneous job-related duties as assigned.

Education, Experience, and Credentials

- Bachelor's Degree or Diploma in Project Management, Construction Management, Civil, Electrical or Mechanical Engineering/Technology or equivalent industry experience.
- Minimum of 5 years relevant project management experience in the Transmission, Distribution or Energy Generation Industry.
- Proven ability to develop plan for and oversee project cost reporting, scheduling, work breakdown structure establishment, project set-up and closeout, and field progress tracking of project activities, including training of new project team members as necessary.
- Effective communication and collaboration skills with trades and internal / external stakeholders. Ability to represent Company at all project meetings in a professional manner, with focus on maintaining solid relationships with Client, Subcontractors and Company team members.
- Demonstrated ability to lead and influence others.
- Ability to adapt to change quickly and work within a diverse, cross-functional team environment.
- Critical thinking, with strong analytical and problem-solving skills, and a solution-oriented mindset.
- An even disposition under pressure and in tough situations.
- Safety-focused with a proven safety work record.
- Experienced in Vista by Viewpoint project cost control system.
- Knowledge of Microsoft Word, Excel, Outlook, Project, PowerPoint is required.
- Valid Driver's License.
- Willing to travel to job sites as required.

Compensation and Perks

- The FMI Group offers a competitive above-market compensation and benefits package, including an RRSP contribution matching program.
- Our employees are entitled to 29 days of paid time off each year.
- We invest in team building and leadership events, as well as professional training and development.
- We reward hard work and dedication with limitless opportunities.
- Our steady, strategic growth revolves around a commitment to quality.
- We believe it is everyone's responsibility to promote safety, regardless of job titles.