



Driftpile Cree Nation

POSITION: Project Manager -- Contract-- Six Months

DEPARTMENT: Administration

SUPERVISOR: CAO

JOB OVERVIEW

The Project Manager, under the direction of the CAO, is primarily responsible for all aspects of project management including start-up, obtaining permits, preparing and monitoring budgets, providing project estimates, and developing project schedules. The Project Manager oversees project teams. The incumbent is also responsible for maintaining deadlines while conducting quality assurance for all projects

DUTIES & RESPONSIBILITIES

- Manage engineering projects throughout the entire lifecycle
- Implement detailed plans and recommend procedures for specific requirements
- Establish and maintain successful partnerships with all team members
- Manage project start-up, permits and engineering management process
- Prepare budgets, estimates, schedules, progress and monthly reports
- Manage funding, schedules, project scope requirements, project deliverables, etc.
- Observe that safe work practices are being followed during site visits
- Perform site inspections as necessary
- Conduct project communication meetings, presentations and complete the associated documentation
- Lead and mentor, as required, all project team members
- Manage and monitor project resources
- Manage and document project issues and risk mitigation through resolution
- Independently manage multiple activities at different locations and organize work to meet deadlines
- Manage project staff at multiple locations, developing objectives as needed
- Oversee and evaluate work performance with respect to quality, timelines, and completion of required tasks and duties
- Oversee the work performance of external service providers ensuring the work completed meets company standards and project specifications
- Implement and complete quality assurance techniques throughout the project's lifecycle
- Create documentation, forms, manuals, reports, data files, and procedures
- Produce weekly activity summaries detailing progress
- Initiate and monitor project risk management procedures
- Ensure successful delivery of tasks and objectives keeping with budget, timelines and scope
- Complete overall project planning, direction and guidance
- Provide input into and administer assigned budgets
- Ensure that expenditures are maintained within the budgetary limits

- Provide technical reviews for completed work using expertise and providing recommendations for improvements and/or resolving issues or concerns
- Other duties as assigned

QUALIFICATIONS

- Project Management Certification or degree in a related field
- 2 years of work experience in project management with a focus in engineering
- Prior consulting experience in project management
- Demonstrated success in project delivery and the execution of project management methods
- Working knowledge of Microsoft Project and Excel for management of project plan, costs and schedule
- Skills and ability to lead and mentor all project team members
- Ability to estimate project resource requirements and staff to appropriate levels
- Ability to independently manage multiple activities at different locations and organize work to meet deadlines
- Ability to communicate ideas in both technical and non-technical language
- Highly effective negotiation, diplomatic, and conflict resolutions skills
- Strong problem identification and problem resolution skills
- Ability to effectively communicate both verbally and in writing
- Flexibility to adjust to shifting priorities and deadlines
- Ability to speak Cree would be an asset

Closing Date: until a suitable candidate is found

Send cover letter & resumes to:
Driftpile Cree Nation
Shauna Willier, Human Resource Manager
Email: humanresources@dpcn.ca
Fax: 780-355-3650

****Please be advised only suitable applicants will be notified****