Project Manager – Calgary

The Project Manager, reporting to the Vice President, Real Estate Management will be responsible for providing project/construction management services, as well as administering and supervising Capital, Tenant, and Landlord improvement construction activities for the company.

Your Responsibilities:

- Responsible for working with Tenants, consultants, and contractors; Review and Approve Tenants drawing submissions to ensure that proposed design and construction meets both building and Company guidelines and standards; recommend changes to drawings and specifications for compliance with building and Company design and construction standards; monitoring Tenant's construction projects to ensure that procedures, materials, and equipment comply with approved plans, specifications, building standards and quality.
- Review and approve contractors' qualifications with respect to professional requirements, insurance coverage, health and safety policies, capabilities, and reference checks.
- Maintain, revise, and update Construction Standards in response to building code updates, Company and building standards and portfolio changes.
- Maintain all Project Records, Approvals and Documentation in the Company's central filing directory, including all start-up, project administration, and close-out documents.
- Provide annual review and updates at all building permits in the portfolio, ensure all permits are closed as required.
- Provide effective communications in liaison with various Stakeholders including Tenants, Building Owners, Property Management team, Leasing, consultants and contractors during all phases of construction to assist in resolving building issues, site problems, and to assist in maintaining project schedule; review documentation during construction progress to include shop drawings, schedules, site instructions, change orders, and other events affecting the project; Gather documentation and assist with release of Tenant allowances.
- Administer, negotiate, and manage competitive tender pricing (request for proposals) based on transparency and fairness.
- Recommend, review and coordinate contract execution based on project delivery methods, scope, and risks.
- Provide Cost and Schedule estimates for Landlord Work and budgeting for capital projects; provide bid analysis and recommendations on consultants and contractors for all projects; prepare and review tender documents, consultant contracts, purchase orders and process invoice approvals; notify building operations and security of pending construction; coordinate and assist with final project inspections; monitor completion of deficiency lists; review projects at end of warranty period for defects and non-compliance items; advise management of up-to-date construction management concepts and practices.
- Provide monthly updates, or upon request, to Building Owners and management teams for all project progress, schedules, and cost performance.

- Co-ordinate and support the Leasing (office and retail) and Legal Departments, as well as Property Management teams ; assist Leasing and Legal Departments in reviewing and finalizing lease documents related to construction work and issues; assist Leasing in leasing, sub-dividing, demolition, make good, and modifications to vacant premises; assist Property Management in building modifications, capital projects, finishes selection, and research.
- Provide technical advice and coordinate engineering studies for Major renovations, Building Code studies, non-standard Tenant equipment and uses.
- Assist Property Management and Leasing with developing scope based on Restoration requirements for Tenants at the end of the Lease terms. Assist with collecting evidence for any further legal remedies.
- Earn, track, and process all projects where the Company qualify for project/construction management fees; Assist accounting with all submittals and fees claims. Provide annual management fees earning to the Company.
- Process and approve purchase orders and invoices for all projects; review and recommend approval of payments to contractors, suppliers, etc. for quantities of materials received or used and work completed during specific periods.
- Assist Accounting with accruals, cost reconciliation, annual budgets, and monthly reports.

Requirements:

- Minimum of 7 years related experience with a design firm or national retailer (food service or other) in the capacity of designer/project manager.
- Experience with commercial and base building construction and renovations is required.
- Capable of working with new and existing retail, commercial office and industrial tenants.
- Post-secondary education: University degree preferred.
- Construction Engineering Technologist (CET), PMP designation preferred, but not required.
- Knowledge of building codes, contract law, construction material, design concepts, and local municipality requirements and regulations.
- Ability to read, interpret and understand construction drawings and specifications; and maintaining project documentation and files.
- Experience with contract negotiations and budgeting a definite asset.
- Basic Project Accounting knowledge.
- Working knowledge of CCDC contracts.
- Knowledge of construction, contract practices, and close out procedures.
- Computer Software knowledge of MS Office 2010, Outlook, Auto-View, Microsoft Project.

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over $13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicis.com indicating **“Project Manager – Calgary”** in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact accessibility.support@epicis.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please**.

Visit our website at www.epicinvestmentservices.com for further company details