



JOB PROFILE INFORMATION

POSITION TITLE : **Project Manager - Nuclear Projects**
DEPARTMENT : **Nuclear Division**
LOCATION : **Ontario**
REPORTS TO : **Construction Manager**

SUMMARY OF ROLE

Manages the Project from bid preparation and design phase that includes engineering drawings and calculations, fabrication drawings through the developing of Bills of Material; assisting in Estimating and Purchasing to procure system components and structural hardware, to managing subcontractors to complete system installations and commissioning.

KEY CUSTOMERS SERVED

- Owner/Leasee, Contractor, Sub-Contractors
- Company Managers, Site Employees
- Tool, Purchasing and Estimating Groups

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Maintains direct contact with customers and/or contractors/trades
- Provides the Design Technical Specification (DTS) to the Design Service Provider
- Together with the Design Engineer, coordinates design changes initiated by construction requirements or the Design Service Provider
- Together with the Design Engineer, shall prepare design records for turnover to client, as required
- Ensures the design of structures, systems and components by the DSP includes:
 - establishment of the design inputs;
 - definition of the design requirements in sufficient detail to provide a basis for making decisions, performing design verification, and evaluating design changes;
 - evaluation and selection of a design concept;
 - selection of computer design tools;
 - preparation of the preliminary safety analysis;
 - preparation of the detailed design;
 - performance of the detailed safety analysis;
 - identification of purchasing, construction, installation, commissioning, and operations requirements;
 - preparation of a conceptual decommissioning plan; and
 - documentation of the final design so that it can be related to the design requirements.
- Represents Montgomery Industrial Services Limited as point of contact with the owner in a professional, businesslike and reasonable manner
- Understands all aspects of a project budget and deals with the owner on all cost issues
- Develops overall project schedules and oversees the maintenance, progress, issuance of schedules and project reporting requirements
- Understands fully the project scope and deals with the owner on all scope issues
- Understands and administers the contractual agreement between Montgomery Industrial Services Limited and the owner and ensures Company conforms to the contract document
- Addresses all relevant issues with the appropriate correspondence in a professional manner
- Ensures the appropriate level of quality assurance is applied to the project with the appropriate resources
- Ensures the project is adequately and competently resourced for proper control and execution

- Develops or oversees the development of all project requisitions and works with the central purchasing group to obtain all material in accordance with project schedules
- Recognizes and retains productive manpower
- Recognizes and manages unproductive manpower
- Organizes or oversees the tools and equipment for project
- Understands job costing and tracking reports, i.e. – dollars, hours, schedule, etc.
- Assembles estimates for projects and project extras
- Develops Cost Estimates and Execute Cost Reduction Strategies
- Performs and/or supervises field work
- Ensures the project is executed in a safe manner following the Montgomery Industrial Services Limited safety policy, ISO 18001 and OSHA requirements
- Ensures the project environmental aspects are adhered to pursuant to ISO 14001 Environmental requirements of the project

PERFORMANCE CRITERIA

- Project is on-time and within budget
- Resources effectively employed (T&M within budgets)
- Project documentation is accurately maintained
- Equipment and materials on-site as required (accurate phasing/scheduling)
- Extras are profitably priced
- Demonstrated cost savings
- Maintains excellent safety record

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- Professional Certification in Project Management through CCA Gold Seal Program
- Bachelor's Degree in Engineering or Related Field would be an asset
- Community College Technologist/Technician Diploma or relevant experience and/or
- Demonstrated understanding of Project Management Software (MS Project, Primavera etc.)
- Certificate of Qualifications Industrial or Construction and Maintenance Electrician

Specific Experience or Skills

- 6 – 10 years of direct Construction Industry experience including estimating, scheduling and/or purchasing
- 5 years' experience as a Project Coordinator
- Demonstrated ability to manage projects of moderate scope and complexity
- Demonstrated ability to manage multiple projects simultaneously
- Must have strong technical, managerial, interpersonal and leadership skills
- Possesses solid negotiating and conflict resolution skills

Personal Attributes

- Well organized
- Result orientation
- Excellent communicator
- Team player
- Detail-oriented
- Excellent decision-making and problem-solving skills