



Position: Project Director

To apply, please send your resume to careers@gillamgroup.com

About Gillam

Gillam is a progressive construction company established with a mission to raise the bar in the planning, management, and delivery of construction projects. With offices in Toronto and Kitchener, we specialize in medium to large-sized projects in the ICI and residential sectors, delivered through collaborative approaches. Our goal is to provide high-quality, customer-oriented construction services through transparency, teamwork, and trust, resulting in successful projects and long-term business partners. Gillam was named by Growth 500 as one of Canada's fastest growing companies, which is the result of our collaborative and dynamic approach to our work, and we are leaders in Integrated Project Delivery / Lean Construction.

Some of our notable projects include:

- Royal Ontario Museum
- Aga Khan Museum
- Barrie-Simcoe Emergency Responders Campus IPD
- York University Bergeron Centre for Engineering Excellence
- Lākhous Lakefront Condominium, Barrie

About the Role

We are currently seeking to hire **full-time, permanent Project Directors** who will report to the President. You will be responsible for the overall direction, completion, financial outcome, technical success and quality of a construction project or multiple projects simultaneously. You will establish and manage strategic client relationships, while translating client needs into new business. You will also identify opportunities to expand Gillam relationships and business opportunities and track marketplace competition.

Job Location: Various sites across the Greater Toronto Area, Kitchener-Waterloo and Barrie, Ontario.

Key Responsibilities

- Collect and interpret all information from various project staff to maintain daily project log. Assist in the preparation and maintenance of the weekly schedule.
- Prepare and distribute required daily documentation including: 1) costs, budgets and revenues reports, 2) cost reports for comparison of as-bid to as-built, 3) production reports, to ensure accurate tracking and reporting for project.
- Coordinate all survey layout and control activities as well as field as-built drawings. Participate in work planning sessions with survey crew to establish proper project controls.
- Participate in project reporting and job control activities to ensure compliance with contract, budget, schedule, forecasting and job costing. Recommend potential sequencing changes to schedule to optimize adherence to budget.
- Manage, coordinate and review shop drawings/submissions.



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- Update software, identify/assesses potential deviations in quantities or payments from owners and to subcontractors. Review quality/quantity reports and associated rework costs.
- Manage and maintain tracking logs/lists of materials delivered and inform project management of change orders, RFIs, site instructions and claims that may impact schedule and the preparation of related estimating and/or billing documents.
- Assist the Project Manager in the estimating, procurement, and submission of project change orders.
- Inspect project site(s) to identify potential safety, site layout and/or compliance issues and reports to appropriate management. Conduct THA, JHA and work plans in accordance with Gillam's safety plan.
- Assist the Project Management team in the preparation of the internal monthly PSR (Project Status Review) report, and Project Monthly report for clients.
- Assist in the preparation of monthly Progress application and invoice to Owner. Prepare project cashflows.
- Assist with construction and analysis of three-dimensional digital models for project constructability analysis, coordination activities, quantity takeoffs, conceptual estimates, cost analysis, scheduling and other communication purposes.
- Collect and review design documentation for project requirements; prepare project phasing, project logistics and site utilization graphics. Participate in the development of presentation and communication media and message, including the production and editing of rendered, animated, photograph and video deliverables.

Qualifications

- 15+ years experience leading projects. May have expertise in a specific market, discipline or delivery method
- Bachelor's Degree in Civil Engineering or Construction Management or equivalent
- Proficient in some of the following: Word, Excel, MS Project scheduling program, Project and Cost Management systems
- Strong communication, people management and team leadership skills
- Excellent understanding of corporate operations and organizational philosophy
- A collaborative approach
- Excellent negotiation, critical thinking and analysis skills

What Gillam Offers

- Commitment to safety in the workplace
- An engaging culture based on innovation, collaboration and forging strong relationships
- A dynamic work environment
- Competitive salary, commensurate with skill & experience
- Competitive benefits program, e.g. health insurance & RRSP matching
- Regular staff social events
- Great opportunities for learning, mentorship, and career growth



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Gillam is an inclusive and diverse work environment. We are an equal opportunity employer and invite applications from candidates from all backgrounds, race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, or any other characteristic.