

December 2016



JOB DESCRIPTION

Project Manager

PART A – COMPANY PROFILE

The MBTW Group Inc. is an award winning multi-disciplinary landscape architecture, urban design and community planning firm located in Midtown Toronto. Our design studio, in business for 40 years, provides innovative design solutions to an international roster of clients for both private and public sector projects. Our full service firm is comprised of more than 50 staff members, with varying interests and talents. Collectively, we combine our broad range of experiences with state-of-the-art technologies and resources with the goal of providing our Clients with a unique perspective in the business of land planning, site design and development.

PART B – POSITION DESCRIPTION

The core function of a **Project Manager** is to work in support of the firm's provision of professional consulting services to a wide variety of public and private sector Clients. A **Project Manager** shall work both individually, with delegates and within the multi-disciplinary structure of the firm - providing organized management of a variety of projects from initial design stages right through to detailing and construction.

PART C – KEY RESPONSIBILITIES

A **Project Manager** will be expected to successfully undertake the following roles and responsibilities:

- Cooperatively undertake daily activities within a team reporting structure that includes: Technical Staff, Landscape Architectural Designers, other Project Managers, Senior Project Managers, Associates, Partners and a variety of specialized Administrative and Support Staff.
- Develop and modify plans, cross sections, diagrams, presentation materials, illustrations and precedent images using office software and systems.
- Assist in the supervision and scheduling of Landscape Architectural Designers and Technical Staff.
- Manage the preparation, distribution and monitoring of project correspondence to/from project Consultants, Municipal Staff, Jurisdictional Authorities & others.
- Oversee the maintenance of project files including the organization of drawings, reports and project correspondence.
- Monitor project budgets and work plans.
- Assist in the pursuit of new work opportunities, including participation in the preparation of proposals.

PART D - QUALIFICATIONS

- A degree in Landscape Architecture or relevant field;
- Has, or is pursuing professional registration as a Landscape Architect in Ontario, or equivalent;
- Minimum of 5 years experience working in a professional Landscape Architecture Environment;

- Ability to work in multi-disciplinary teams, closely with clients, stakeholders, consultants and other team members to achieve desired project outcomes;
- Experience in the management of projects from proposal development to completion, including periodic project reviews, with a focus on maintaining project schedule and budget;
- A varied portfolio of project experience, in both the private and public sectors;
- Demonstrated experience working in a fast-paced, multi-disciplinary environment with tight deadlines;
- Experience working with public agency standards and project submission requirements;
- Demonstrated graphic and communication skills;
- Excellent interpersonal, leadership and communication skills; and
- Experience assisting in the provision of public consultation and stakeholder engagement services.

PART E – SKILLS + KNOWLEDGE

- High level of proficiency required in: AutoCAD (latest version) / Photoshop / Microsoft Office
- Additional proficiencies may include: Revit / Sketch-up / 3D Software / In-Design / PowerPoint