

December 2016

JOB DESCRIPTION

Senior 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 **Senior 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 **Senior 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 **Senior 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, Project Managers, other Senior Project Managers, Associates, Partners and a variety of specialized Administrative and Support Staff.
- Create, develop, modify and supervise the production of plans, cross sections, diagrams, presentation materials, illustrations and precedent images using office software and systems.
- Demonstrate the ability to effectively delegate work, including the supervision and scheduling staff.
- Demonstrated ability to work independently in an effective and efficient manner.
- Manage the preparation, distribution and monitoring of project correspondence to/from project Consultants, Municipal Staff, Jurisdictional Authorities & others.
- Actively assist in the management of Clients, including attendance and meaningful participation in project meeting and presentations.
- Oversee the maintenance of project files including the organization of drawings, reports and project correspondence.
- Assist in the preparation and tracking of project budgets and work plans.
- Assist in project management and administration activities, including: invoicing, projections, fee calculations, project budget tracking, and team scheduling.

- Assist in firm management and administrative activities, including participation in intra-office committees and tasks related to office function.
- Assist in the pursuit of new work opportunities, including managing in the preparation of proposals.

PART D - QUALIFICATIONS

- A degree in Landscape Architecture or relevant field;
- Professional registration as a Landscape Architect in Ontario, or equivalent is preferred;
- Minimum of 7 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 providing 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
- Additional accreditations may include: LEED / ISA