



## JOB DESCRIPTION

### Project Manager

#### PART A – COMPANY PROFILE

architecture, urban design, planning and architectural design guidance. Our full service, award winning, Toronto-based 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. Our office provides a range of employee benefits including comprehensive health, travel, and dental insurance, annual performance bonuses, RRSP matching, flexible work hours, and balanced office-home work options. We also foster a community environment through a variety of social activities including in office fitness boot camp, ski days, volleyball events, and more.

#### PART B – POSITION DESCRIPTION

The MBTW Group has a portfolio of diverse projects that requires a high level of creativity and innovative thinking. We are looking for a **Project Manager** that will support our team with enthusiasm and will bring energy to solving design challenges.

The core function of a **Project Manager** on the Special Projects Team is to work in support of the firm's provision of professional consulting services to both public and private sector Clients. A **Project Manager** shall work both individually, with immediate team members and with project consultants - 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.
- Create, develop and modify plans, cross sections, diagrams, presentation materials, renderings, 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: Sketch-up / 3D Software / In-Design / PowerPoint
- Additional certifications may include: ISA Certified Arborist

*Qualified applicants are invited to send a cover letter, resume and portfolio in confidence to [contact2023@mbtw.com](mailto:contact2023@mbtw.com) ATTN: Human Resources Manager.*

*A minimum of two professional references are required.*

*We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.*