

Job Description – Project Manager

SOCIETY BACKGROUND

Many charity buildings are run down and in need of repairs or upgrades. Some still need to be built. HeroWork is on a mission to change this. Here's how:

1. We work with other worthy charities who want bigger impact but need better or new physical infrastructure.
2. We partner with many businesses, funders, organizations, and individuals to help with a full array of construction services, project supply, hospitality, resources, and more.
3. We organize huge community events in which we complete comprehensive renovations in a fraction of normal time and costs. We call these inspirational events Radical Renovations. They are akin to a modern-day barn raising.

Our goal is to renew and expand nonprofit community infrastructure so that charities can broaden their mandates, become more sustainable, better serve vulnerable populations, and lift up neighbourhoods where these important services are provided.

We have completed millions worth of non-profit renovations in the Victoria region. A typical year will see HeroWork engage well over 100 companies, more than 50 coordinators, and in excess of 600 volunteers, who all provide either goods and/or labour in kind.

CULTURE

How and what HeroWork accomplishes may seem like a miracle to some, but our results arise out of hard work, deep tenacity, and the adherence to three key values:

1. **Integrity.** We do the right thing. We are honest and open. We are transparent, meaning we say what we mean, do what we say, and stay open to information. We take responsibility for meeting deadlines. We have the professional courage to resolve conflicts as they arise. We don't blame others and are quick own up to our own mistakes.
2. **People First.** We serve as a role model. We assume competency, commitment and caring for every employee and volunteer. We value everyone matters, prioritizing people's well-being and success. We invest in others' growth. We look for ways to align people with their strength. We reward and recognize co-workers, volunteers and sponsors. We exemplify trusted leadership, willing to place others' needs above their own.
3. **Teamwork.** We work cooperatively together towards a common visions and goals. We encourage open and honest communication that allows everyone to share their ideas and opinions without fear. We understand our roles and how to contribute to the team's success. We work out problems and disagreements that work best for the team. We make time to help others. We treat people with respect independent of their status or disagreement with you.

As a HeroWork employee, we expect full buy-in to these values as you can expect the same from the rest of the team.

JOB SUMMARY

We are looking for an inspired leader who wants to mobilize community on a grand scale. This person must be of high integrity and willing to ignite others to work together with common purpose so as to create legacies of infrastructure renewal.

HW chapter typically has projects scheduled two years in advance and executes two per year at an average value of \$1.2 MILL. This means that there are always several projects in the planning stages at any given time.

During Radical Renovation events extra time and effort are required. Although very inspirational, these events are not easy to complete. They take stamina, resilience, ability to adjust to changed circumstances, and a deep and experienced team who are willing to work collaboratively, share information and lift each other up. But if you want big impact, the effort is worth it.

To effectively manage the renovation project and the site, there are close working relationships between the Project Manager, the Trade Manager, and the Executive Director in the delegation, monitoring, and follow up of responsibilities.

Unlike a normal project management job description, a HeroWork PM has a wider array of responsibilities. Responsibilities include:

1. Leadership and culture;
2. Radical Renovation planning, design and management;
3. Renovation scheduling and resource allocation;
4. Administration and data management associated w position;
5. Relationship management of professional, design, and supply sponsors;
6. Relationship management of Trade Lead volunteers;
7. Assist in Radical Renovation site management;
8. Responsible for participating, enforcing, and role modelling our safety program;
9. Supervises HW Volunteers
10. Supply Management;
11. Takes part in social media and promotion where appropriate;
12. Other tasks and deliverables as required.

RESPONSIBILITY BREAKDOWN

1. Radical Renovation planning, design and management:
 - Assist in project adjudication process by:
 - Collaboration on project visioning;
 - Collaboration on project risks;
 - Development of high-level valuation of proposed renovation.
 - Development of renovation design:
 - Collaborating with HeroWork staff, volunteer designers, engineers, charity partner leaders, and other appropriate stakeholders to develop the project design. Includes design package.
 - Develop detailed estimate of fair market value of renovation.
 - Collaborate with volunteer/sponsoring architects, engineers and professionals for designs, architectural drawings, etc.
 - Develop detailed project requirements document.
 - Permits and inspections.
 - Project close out and reports.
2. Assist in Radical Renovation site management:
 - Along with other staff, manages daily site operations during Radical Renovation projects. Elements could include:
 - site logistics, set up and breakdown,
 - Completing and submitting Daily Safety Officer safety reports,
 - check in/out,
 - orientations,
 - site cleanliness,
 - etc.
3. Renovation scheduling and resource allocation:
 - Development of renovation scheduling within HeroWork's compressed timeframes;
 - Allocation and scheduling of trade resources and supply deliveries;
 - Collaborates with staff to complete general volunteer and handy volunteer schedules.
 - Adjusts scheduling as required as project progresses. Ensure team is updated.
4. Supply Management
 - Works with staff and other stakeholders to develop comprehensive takeoffs for projects.
 - Works with suppliers to ensure timely and proper delivery of supplies to site.
5. Relationship management of professional, design, and supply sponsor relationships:
 - Identify needed professional, designers, and suppliers required for coming projects;
 - Works with TM to organize initial outreach for professional and design sponsors/volunteers;
 - Cultivates ongoing relationships through recognition and relationship building.

6. Relationship management of Trade Lead volunteers:
 - Manages and develops list of possible and past Trade Leads
 - Prospects Trade Leads to engage with specific projects and HW in general;
 - Cultivates relationships through recognition and relationship building;
 - Schedules and trains Trade Managers to lead specific trade groups during Rad Renos.
7. Takes part in social media and promotion where appropriate:
 - Takes pictures and creates social media posts for PM's direct stakeholders;
 - Assist other staff with the creation of other social media posts as required.
 - Participates in HW videos as required;
 - Participates in media interviews as required.
8. Participates, enforces, and role models our safety program by:
 - Overseeing and delivering safety orientation and task hazard assessments
 - Completing daily safety reports
 - Providing first aid, completing necessary documentation, and delivering documentation to ED
 - Conducting onsite inspections and taking corrective action
9. Supervises HW Volunteers:
 - Coordinates, directs, inspires, and motivates volunteers;
 - Lives HW values with volunteers;
 - Maintains positive working relationships with volunteers at all times;
10. Leadership and culture:
 - Role modeling our culture and values;
 - Challenges behaviours that don't fit in our culture;
 - Conduct and communication is open, respectful, collaborative, and solution orientated;
 - Participates in creating a harmonious team atmosphere
 - Continuous commitment in the value of our safety program
11. Administration and data management associated w position:
 - Inputs and manages opportunities in Salesforce that are connected to PM role and his/her professionals, designers, sponsors, etc.;
 - Submits receipts on a weekly basis as per protocols;
 - Collaborate on forecasting project cash costs;
 - Other items as appropriate.
12. Other tasks and deliverables as required

Core Competencies

- Self-starter and self-motivated attitude who has the integrity to produce without direct supervision
- Construction leadership experience with 5 years as superintendent, general contractor, and/or carpenter
- Experience in construction project management
- For qualified people, preference may be given to HeroWork volunteers
- Construction code knowledge
- Verbal and written communication skills
- Red seal or equivalent work experience in the carpentry trade, would be an asset.
- Experience in computer Microsoft Office 365 suite, especially with Excel
- Leadership
- Teamwork
- Adaptability
- Decision Making
- Planning and Organizing
- Problem Solving
- Results Orientation
- Accountability
- Sales skills an asset

WORK CONDITIONS

- We have at least two major projects per year that require:
 - Working Saturday and Sundays for approximately 8 weeks for each project;
 - long workdays for weekend and weekdays;
 - willingness to jump in where necessary whether that's taking the lead or pushing a broom.
- Ability to work the occasional evening and weekend outside of events.
- Ability to be physically active on a construction job site.
- Manual dexterity required to use desktop computer, peripherals, power tools, etc.
- Exciting, fast-paced environment that evolves quickly. Must be able to handle change elegantly and efficiently.
- Valid BC Drivers License

SALARY RANGE AND BENEFITS

- Salary: \$65,000-\$73,000 depending on experience.
- Four weeks' vacation, including management supplement.
- Extended health & dental

Project Manager
 Signature Page

I have read and understand the responsibilities assigned to this position.		
Employee's Printed Name	Employee's Signature	Date
I certify that this job description is an accurate description of the responsibilities assigned to the position.		
Supervisor's Printed Name	Supervisor's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure (attach org chart)		
Paul Latour, Chief Executive Officer	Chief Executive Officer's Signature	Date
The above-noted statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.		