

Project Manager – TYBO Contracting

Project Management – Lower Mainland, British Columbia

Are you an experienced construction professional who takes pride in delivering successful projects, building strong relationships, and leading teams? Are you looking for an opportunity to grow your career with a company where your experience and contributions make a difference?

Join **TYBO Contracting** as a **Project Manager**!

As a Project Manager, you will have overall responsibility for the successful delivery of assigned civil construction projects from project award through completion. You will work closely with the estimating, operations, field, and management teams to ensure projects are completed safely, on schedule, within budget, and to a high standard of quality.

The successful candidate will be a strong leader and communicator with excellent organizational and financial management skills. You will be responsible for managing project schedules, budgets, procurement, subcontractors, change management, client relationships, contract administration, and project closeout.

You will work closely with Superintendents, Foremen, Estimators, Project Coordinators, subcontractors, suppliers, consultants, clients, and other project stakeholders to ensure successful project execution.

Your Day-to-Day Will Look Like

- Take overall responsibility for the successful execution and financial performance of assigned projects.
- Develop and maintain project execution plans, schedules, budgets, and project objectives.
- Lead project teams and coordinate resources to ensure work is completed safely, efficiently, and in accordance with project requirements.
- Work closely with the Superintendent and field team to monitor production, schedule, manpower, equipment, materials, and site requirements.
- Establish project budgets and monitor costs throughout the project lifecycle.

- Review cost reports, labour costs, equipment costs, material costs, subcontractor costs, and overall project performance.
- Identify project risks and opportunities and develop strategies to minimize risk and maximize project performance.
- Lead and manage the change-order and change-management process.
- Review drawings, specifications, contracts, and other project documentation to understand scope and contractual requirements.
- Ensure project correspondence and documentation are consistent with contract requirements.
- Track contractual notice and response requirements, including change notices, claims, RFIs, and other time-sensitive matters.
- Manage the procurement process, including subcontractor and supplier selection, negotiations, scope review, and awards.
- Prepare and administer purchase orders, subcontract agreements, and other project documentation.
- Review subcontractor and supplier progress claims, invoices, and payment applications for accuracy and compliance.
- Liaise with clients, consultants, engineers, subcontractors, suppliers, and other stakeholders regarding project requirements.
- Manage RFIs, RFQs, change notices, design revisions, site instructions, and other project communications.
- Lead regular project meetings with internal and external stakeholders.
- Prepare and distribute meeting minutes, action items, and project updates as required.
- Conduct regular site visits and work closely with Superintendents and Foremen to monitor project progress and address issues.
- Maintain regular communication between field operations and the project management team.
- Monitor project schedules and identify potential delays or schedule impacts before they become critical.
- Coordinate with estimating and operations teams on project transitions and lessons learned.
- Ensure project quality requirements are understood and implemented throughout construction.
- Coordinate project quality-control documentation and ensure deficiencies are tracked and resolved.
- Ensure project health and safety requirements are being followed and actively support TYBO's safety culture.
- Support field leadership with project requirements, client issues, documentation, and operational challenges.

- Maintain accurate project records, correspondence, cost information, schedules, and contract documentation.
- Prepare regular project updates and communicate project status, risks, financial performance, and opportunities to senior management.
- Participate in project closeout and ensure all outstanding work, deficiencies, documentation, and contractual requirements are completed.
- Prepare and compile final project documentation for turnover to the client.
- Conduct project closeout reviews and capture lessons learned for future projects.
- Mentor and support Project Coordinators and other team members to help develop their skills and advance within the organization.

Qualifications

- **Experience:** Minimum 5–8 years of progressive project management experience in civil construction.
- Demonstrated experience managing projects from award through completion.
- Experience managing project budgets, schedules, subcontractors, suppliers, and client relationships.
- Strong understanding of civil construction and project execution.
- Experience with underground utilities, excavation, site development, earthworks, roadworks, drainage, or related civil construction is considered an asset.
- **Education:** Bachelor's Degree in Civil Engineering, Construction Management, Business, or a related discipline is preferred. Equivalent industry experience will be considered.
- Must be legally eligible to work in Canada.
- Valid BC Class 5 Driver's Licence.
- Excellent English communication skills, both written and verbal.

Considered an Asset:

- Gold Seal Certification (GSC)
- PMP designation
- P.Eng., EIT, CET, or other relevant technical designation
- Experience managing civil infrastructure projects in the Lower Mainland
- Experience working with public-sector, municipal, commercial, or private-sector clients
- Experience with construction contracts, claims, change orders, and dispute resolution

Technical Skills

- Strong understanding of construction project management principles and best practices.
- Ability to read and interpret drawings, specifications, contracts, schedules, and project documentation.
- Strong understanding of construction costs, budgets, forecasting, and financial reporting.
- Ability to interpret cost reports and identify trends, risks, and opportunities.
- Strong proficiency with Microsoft Excel, Word, Outlook, Teams, and other Microsoft Office applications.
- Experience with construction management and project scheduling software.
- Experience with Microsoft Project or similar scheduling software.
- Ability to develop and maintain detailed project schedules.
- Strong understanding of subcontractor procurement and contract administration.
- Ability to prepare and review purchase orders, subcontract agreements, change orders, and payment applications.
- Strong understanding of change management and contractual processes.
- Ability to manage RFIs, RFQs, change notices, site instructions, claims, and other project correspondence.
- Strong data-analysis skills and ability to apply project information to support sound business decisions.
- Ability to monitor project productivity, costs, schedules, and overall financial performance.
- Strong document-control and record-keeping skills.
- Ability to prepare professional project reports, correspondence, meeting minutes, and client communications.

Interpersonal Skills

- Excellent leadership and communication skills.
- Ability to lead and motivate project teams toward common goals.
- Comfortable taking ownership and making decisions in a fast-paced construction environment.
- Strong organizational and time-management skills.
- Ability to prioritize multiple projects, deadlines, and competing demands.
- Strong analytical and problem-solving skills.
- Proactive approach to identifying and resolving project issues.
- Strong relationship-building skills with clients, consultants, subcontractors, suppliers, and employees.
- Excellent customer-service mindset and professional communication style.
- Ability to communicate effectively with both office and field personnel.

- Comfortable leading project meetings and facilitating difficult conversations when required.
- Ability to manage conflict professionally and find practical solutions.
- Strong negotiation and influencing skills.
- Demonstrates sound judgment and understands when issues need to be escalated.
- Makes health and safety a priority and actively supports a strong safety culture.
- Takes ownership and accountability for project outcomes.
- Dependable, responsive, and results-oriented.
- Willingness to mentor and develop junior project-management staff.
- Demonstrates integrity, professionalism, and a strong work ethic.
- Desire to grow with TYBO Contracting and take on increasing responsibility.

What You Can Expect at TYBO Contracting

- Competitive compensation packages
- Extended health benefits
- RRSP program with employer matching
- Team building and social events
- Training, development, and mentorship opportunities
- Opportunities for career advancement
- Opportunity to work on a variety of civil construction projects
- A collaborative and supportive work environment
- Work-life balance
- Strong focus on safety, quality, and professional development
- A culture where hard work, accountability, and leadership are recognized
- Opportunity to play an important role in the continued growth of TYBO Contracting

Only candidates residing in the Lower Mainland of British Columbia will be considered. TYBO Contracting does not currently offer camp or LOA accommodations.

About TYBO Contracting

TYBO Contracting is a growing civil construction company serving the Lower Mainland of British Columbia. We specialize in civil construction, underground utilities, excavation, site development, earthworks, and infrastructure projects.

Our success is built on quality workmanship, strong relationships, safety, and the people who make up our team. We are committed to building a company where employees can develop their skills, take on responsibility, and build long-term careers.

At TYBO Contracting, our Project Managers play a critical role in the success of our projects and our company. We believe successful project management requires more than managing schedules and budgets—it requires strong leadership, communication, financial discipline, construction knowledge, and the ability to build trust with both clients and field teams.

Our Project Managers work closely with our Superintendents and Foremen to bridge the gap between project requirements and field execution. We expect our Project Managers to take ownership, identify problems early, find solutions, and ensure our teams have the information and resources required to succeed.

As TYBO continues to grow, we are looking for experienced construction professionals who want the opportunity to contribute to that growth and build a long-term career with the company.

Join the TYBO Team

If you are an experienced Project Manager who takes pride in delivering successful projects, leading teams, managing client relationships, and contributing to a growing civil construction company, **we want to hear from you.**

Apply with your resume today!