

## JOB DESCRIPTION

<b>POSITION:</b>	Construction Program Manager, Richmond Industrial Centre
<b>COMPANY:</b>	Montrose Properties
<b>LOCATION:</b>	Knightsbridge Business Park, Richmond, BC
<b>REPORTS TO:</b>	Vice President, Real Estate

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### COMPANY BACKGROUND/CULTURE

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At Montrose Properties, we believe in creating and sustaining value through innovation, integrity and accountability. With more than 477 acres of land assets in Metro Vancouver, our mission is to build and own high-quality, long-term, sustainable real estate. Our approach to business is based on values-driven partnerships, product quality, and long-term ownership, incorporating the best technologies in our operations and facilities, driving operational efficiency and environmental sustainability

One of our projects is the Richmond Industrial Centre (RIC), a 3 million square foot industrial park in South Richmond. Once completed, it will be one of the largest privately-owned logistics warehousing developments in the Lower Mainland. Montrose is seeking a Construction Program Manager to join the team at Montrose Properties and drive this exciting development forward.

The role will report to the VP and will be primarily focused on leading the successful entitlement and development of the RIC. In addition to RIC, the role will support the development needs of our sister organisation as required. If you possess in-depth knowledge of commercial real estate in Metro Vancouver, experience in the full development and construction cycle for industrial projects, including land use planning, permitting, and tilt up construction, then we would like to hear from you.

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### KEY RESPONSIBILITIES

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With the support of a cross functional team of professionals, the Construction Program Manager's key duties include:

- The senior corporate resource procuring and overseeing all construction activity
- Set up and maintain a corporate Project Management Office
- Assist with strategic planning and long-term visioning, from a project-delivery standpoint
- Develop, implement and enforce construction procurement and control documents, project management standards, processes and procedures
- Create Project Charters, organize, manage and lead multiple simultaneous industrial real estate construction projects
- Manage the RIC control budget. Draft, submit budgets, schedule proposals, and recommend subsequent budget changes where necessary. Implement and oversee financial tracking, cost forecasting systems, and cash flow projections.
- Assist in determining building systems and specifications
- Lead the building Construction Management procurement process with the support of external Owners Representative construction consultants

- Oversee land development construction trade procurement and contracting and enforce performance requirements
- Conduct design reviews to compliance with cost plan and lease intent
- Effectively communicate project expectations to team members and stakeholders in a timely manner and on an ongoing basis
- Team building and relationship management, overseeing project communications
- Proactive problem-solving including conflict resolution
- Chairing meetings, preparing agendas/minutes, preparing monthly reports
- Leading negotiations on contracts and change orders, managing invoice payments
- Recommending procurement strategies, assembling design/contracting teams
- Chair project meetings
- Prepare, organize and keep all project documentation current and in project files
- In collaboration with external Owners Representative and internal land development Engineering Manager, check all invoices and progress claims for correct quantity, unit price, percentage of work performed, and code invoices appropriately for payment
- Effectively negotiate and complete agreements with pricing, terms, timing and conditions that meet Montrose Properties' requirements
- Identify issues and risks for expedited resolution to keep projects on schedule and on budget while maintaining a high level of product quality
- Collaborate with internal development team to create project specifications and schedules and in value engineering projects
- Review and approve tenant improvement design documentation, attend tenant site meetings and general supervision of tenant construction
- Support the Executive in leasing and build-to-suit transactions

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#### **YEAR ONE CRITICAL SUCCESS FACTORS**

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- Fit in with the existing team and embrace the Montrose culture and way of doing business
- Inspire confidence in teammates with your ability to calmly, professionally and in a collaborative manner, deliver on your job duties
- Maintain or improve the pace and efficiency of the RIC development construction program

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#### **EXPERIENCE**

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- 15+ years of real estate construction experience
- Strong communication and organizational skills
- Experience in the construction of large-bay tilt-up industrial real estate
- Commercially astute, able to effectively manage assignments on time, on budget.
- Experience of managing 3rd Party Suppliers and General Contractors
- A thorough understanding of and familiarity with the Municipal planning and engineering approval processes
- Full understanding of budgeting, cash flows and financial analysis for real estate
- Experience in Master Planning and land development is an asset
- Experience supporting build-to-suit leasing transactions is an asset

- Ability to read, understand and coordinate consultant's drawings is essential
- Comfortable with busy construction sites is essential

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## LEADERSHIP CHARACTERISTICS

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### **Acting with Honour and Character**

- Is a person of high character; is consistent and acts in line with a clear and visible set of values and beliefs; deals and talks straight; walks their talk; is direct and truthful but at the same time can keep confidences.

### **Communicating Effectively**

- Writes and presents effectively and professionally; adjusts to fit the audience and the message; strongly gets a message across. Understands different communication mediums and when to use them.

### **Focusing on the Bottom Line**

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything they start.

### **Getting Organized**

- Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

### **Getting Work Done Through Others**

- Manages people well; gets the most and best out of the people they have; sets and communicates guiding goals; measures accomplishment, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and the future.

### **Making Complex Decisions**

- Can solve even the toughest and most complex of problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.

### **Managing Diverse Relationships**

- Relates well to a wide variety of diverse styles and types; open to differences; effective up, down, sideways, inside and outside; builds diverse networks; quick to find common ground; treats differences fairly and equitably; treats everyone as a preferred customer.

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## EDUCATION

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- Recognised Project Management qualification (PMP/APM) is required and P.Eng is preferred

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## OTHER REQUIRMENTS

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- Valid BC drivers' licence and use of a vehicle
- Commitment to be vaccinated for SARS/Covid per BC Public Health Authority recommendations

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## HOW TO APPLY

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Please send your CV and cover letter to [HR@montroseproperties.com](mailto:HR@montroseproperties.com) with the job title in the subject line. While we thank everyone for their interest, only short-listed candidates will be contacted.