



## Project Manager

### **Purpose of the Position:**

The Project Manager is responsible for leading a team of different disciplines through the Engineering, Procurement, and Construction phases of a project. The Project Manager must develop project-wide effective lines of communication and maintain a good working relationship with the Client while ensuring budgets, costs, schedules and change managements are effective to achieve project success.

### **Responsibilities:**

- Authorize, monitor and review all project components including administration, document control, project control, software, staff planning, purchasing and contractual processes/systems
- Ensure effective handover from business development in relation to kick-off documentation and open project work order
- Ensure overall Project Scope of Services and Scope of Work is performed and project objectives are developed and met
- Organize and lead planning sessions, team building workshops and project coordination meetings
- Manage the timely preparation, approval and effective implementation of the project-specific Project Execution Plan (PEP) and Procedures, Instructions and Forms (PIFs)
- Authorize Project Mobilization and Demobilization Plans
- Authorize project HSSE requirements including Performance Goals, Hazard Identification and Risk Assessment Process, Emergency Preparedness and Response Plan, HSSE training and monitor HSSE meetings/committees
- Develop and implement the Project Execution Strategy, Information Management Plan and Staffing Plan
- Approve and control Project Design Basis, Principal Design Documents, test work, investigations, surveys, analysis and technical studies
- Develop and maintain project coordination processes including Organization Structure, Approval Matrix, Limits of Authority, Communications Interface Matrix, Function List, Key Stakeholder Contact List, Information Needs List and Project Review Action Log
- Manage all project budgets, cost plans, capital cost budgets, capital expenditure and financial and commercial matters
- Develop and manage project-specific change and risk management systems
- Ensure project requirements for permits, licenses, and regulatory agency approvals are met and up to date
- Ensure an appropriate review process is implemented for the project including internal and Client project reviews, risk reviews, constructability and independent peer reviews
- Oversee and authorize project reports including accident, incident and near miss reports, monthly progress reports, and other technical reports

- Ensure effective validation and close-out of project including archiving of all relevant data and documentation
- Communicate ideas for improving Grey Owl Engineering's processes and policies with a positive and constructive attitude
- Support Grey Owl Engineering's HSE initiatives
- Other duties as assigned

**Requirements:**

- Minimum of 7 years of hands-on project management experience, preferably in an EPCM environment
- Bachelor's Degree in Engineering from an accredited university, OR an acceptable combination of education and experience may be considered
- Project Management Professional (PMP) designation is considered an asset
- A practical, adaptable, innovative, collaborative and solution-focused approach to issues
- Strong Business Development skills
- Experience working with both business leaders and technical specialists
- Demonstrated initiative and skills in communication and negotiation
- Able to prioritize and manage multiple responsibilities in parallel with a high attention to detail
- A solid understanding of project delivery methodology
- Comprehensive working knowledge of Microsoft Office products
- Strong communication skills: verbal, business writing, electronic communications and presentations

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Qualified candidates can submit their **resume and cover letter** to [careers@greyowleng.com](mailto:careers@greyowleng.com)

We thank all those that apply, however only those considered for an interview will be contacted.