

CONSTRUCTION MANAGER

ABOUT FLAT IRON BUILDING GROUP

Flat Iron Building Group Inc. is a commercial strategic consult, design, and build company headquartered in Toronto, Ontario. The company's mission is to inspire communities by cultivating a new standard. At Flat Iron, we place great emphasis on selecting our clients and forming project teams composed of the right individuals who are bold, open, and value community. Our approach emphasizes trust, honesty, and collaboration - because we know that the best outcomes come from strong, cohesive teams working toward a shared goal. Every day at Flat Iron we strive to overcome whatever stands in our way to get to something better. We're working to change the perception of our industry so that everyone has a story they love telling, not one that they wish would just go away. We're moving the dial on equality in our leadership and across our team, knowing there is still a long way to go. We're creating communities of people, not just places, by giving back, hosting events that keep us together, and elevating everyone who comes through our doors. We're building an Olympic level team because we know what's possible when you trust the person next to you.

JOB TITLE

Construction Manager.

JOB OVERVIEW

The Basic function of a Construction Manager is to ensure projects are completed on time and on budget through proactive management of the service providers, designers, and trades. They are the primary central point of communication on a project and are responsible for clearly defining and setting expectations and ensuring all project team members adhere to those expectations while maintaining a positive relationship and overall project team.

KEY RESPONSIBILITIES

Pre-Construction

- Participate in pre-construction meetings/drawing reviews with consultants etc.
- Work closely with the project estimator to create budgets, Class D through A.
- Identify potential value engineering options during project design.
- Work closely with the estimator to develop a sub-trade bidders list, instructions to bidders, tender RFIs, and clarifications.
- Present budget iterations to the project team.
- Bid review, leveling, and tender summary presentation to the project team.
- Review purchase orders & scope inclusions with sub-trades.

At Beginning of Project

- Read and understand drawings including discrepancies between tender, issue for construction, and permit (redline), and identify potential issues, opportunities, and risks.
- Read and understand contract details and update all standard documents with terms including profit, overhead, and incidentals to add as standard to changes (i.e., supervision, insurance, bonding, etc.)
- Attend the Internal Kick-Off meeting documenting all information received from estimating and circulating outstanding actions after the meeting.
- Attend the Pre-Meet with the Design firm as required.
- Lead the External Project Kick-Off as per company procedure addressing proactively the major issues anticipated in terms of maintaining the project schedule and budget.

Sub-Trade Management

- Review the trade scope of work and clarify/collaborate with estimating as required.
- Complete all trade mobilization calls between day 4 and day 10 post-award and email confirmed commitments on schedule, shop drawings submittals, changes, terms of payment, closeout, and other outstanding items.
- Lead the construction trade kick-off meeting reminding all trades of timelines and commitments in the trade kick-off call for schedule, shop drawings, changes, terms of payment, and closeout.
- Manages sub-contractor costs to meet or exceed target profitability.

Changes Management

- Agree to change process and timing with the trades, service provider, designer, and client at the start of the project (in the external kick-off, trade mobilization calls, and construction kick-off).
- Act as the first point of escalation for Project Coordinators if Sub-Trades are not meeting expected turnaround times and deadlines are slipping. Hold Sub-Trades accountable to meeting turnaround expectations.
- Review contract changes and distribute to sub-trades for pricing, create quotations for consultant/client review and approval.
- Identify schedule impacts of potential changes to the consultant team and project stakeholders.

Financial Project Management

- Clearly communicate to all trades that invoices are to be received on or before the 20th of each month to be included in our certification walk-through on the 25th or payment will be delayed an additional 30 days.
- Review Project Job Costs monthly with the Director and complete monthly project forecasting for profitability and to identify risks and opportunities.
- Complete time sheets and log all-time against jobs allowing for accurate job costing to identify areas to improve both efficiency and estimating (future).
- Create a schedule of values for the accounting manager to create/submit invoices.
- Provide SOV billing percentages to the accounting manager before the 25th of each month for project billing.

Site Meetings

- Attend and chair all site meetings, producing and distributing minutes within 48 hours of the meeting.
- Identify any site conditions/clarifications required from the consultant team.

Close Out Management

- Review the close-out process with the sub-trade during the trade mobilization call at the start of the project.
- Act as the first point of escalation for Project Coordinators if Sub-Trades are not meeting expectations with regard to proactive close-out processes to ensure 14-day deficiency close-out and 60-day financial close-out on all projects.
- Request sub-trade closeout documentation for consultant conformance letter issuance required for final inspections/permit closure.

General Tasks

- Anchors a strong project team and provides effective direction to the Site Managers, Project Coordinators, and trades to efficiently execute the project.
- Establishes and fosters strong business relationships with our valued clients, ensuring the highest levels of satisfaction and proactively identifying business development opportunities.
- Ensures projects meet corporate goals for safety, quality, budget, schedule as well as profitability.
- Daily communication with the Site Supervisor to review project plans and specifications and identify scheduling issues, possible cost-saving measures, and potential construction issues.
- Keep open communication with the consultant team to discuss progress, site conditions, etc.
- Develops and maintains excellent relationships with all members of the Flat Iron team as well as with clients, consultants (engineers, architects, designers, landlords, etc.) and sub-trades (subcontractors, suppliers).
- Promptly respond to all phone calls, emails, and texts. Follow up all phone calls with emails detailing specific actions and deadlines where required.
- Participates in the guidance, training, and development of project coordinators.
- Follow up all phone calls with emails detailing specific actions and deadlines.
- LEED Coordination as required.
- Create project schedules for distribution to all parties. Update schedules as required; keep communication open to the project team.
- Ensure Health & Safety policies are being conformed to.
- Other duties as required.

HOW WE DEFINE SUCCESS FOR YOUR ROLE

- You embody Flat Iron's values – Bold, Open, and Community – in your work and interactions.
- Your organization and professionalism set you apart, producing high-quality work.
- Clients and colleagues describe you as positive, proactive, and reliable.
- You support an inclusive work environment that attracts and retains top talent.
- You adapt digital tools to enhance workplace innovation and continuously seek learning opportunities for professional growth.

QUALIFICATIONS

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field (or equivalent experience).
- 5+ years of experience in construction project management or site supervision.
- Proven track record of managing commercial, industrial, or institutional construction projects.
- Strong understanding of construction processes, blueprints, building codes, and safety regulations.
- Proficiency in construction management software (e.g., Procore, Bluebeam, Microsoft Project, etc.).
- Experience with contract management, budgeting, scheduling, and risk assessment.
- Familiarity with project delivery models (e.g., Design-Build, CM at Risk, Ground Up).



- Excellent leadership and team management skills to coordinate subcontractors, engineers, and laborers.
- Strong problem-solving and decision-making abilities to handle unexpected site challenges.
- Effective communication and negotiation skills for dealing with clients, vendors, and stakeholders.
- Time management and organizational skills to keep multiple tasks and deadlines on track.

LOCATION

This is a full-time, on-site role, located at our office in Etobicoke, Ontario.

SALARY + BENEFITS

The salary range for this position is \$100,000 - \$120,000. Compensation will be determined based on relevant experience, skills, and internal equity. Our company offers a comprehensive benefits package, designed to support and reward our team members.

APPLICATION PROCESS

Send resume to info@flatiron.ca. Please note that only candidates selected for an interview will be contacted.

Thank you for your interest in joining our team. We appreciate the time taken to submit your application.