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OPPORTUNITY PROFILE

Project Manager, Construction & Contracting

DNM Group

DNM Group is the only locally owned and operated full-service multi-trade contractor in Sault Ste. Marie and the Algoma District, specializing in plumbing, HVAC, construction and excavation. As the region's one-stop solution for residential, commercial and industrial projects, we provide expert craftmanship, seamless coordination, and unmatched reliability. Our deep local roots and commitment to quality set us apart, ensuring that every project is handled with the care and expertise our community deserves.

To learn more about DNM Group, visit dnm.group

The Opportunity

Reporting to the General Manager (GM), Project Manager, Construction & Contracting is responsible for overseeing and successfully delivering multiple projects across DNM's construction, contracting, and excavation divisions. This role ensures all projects are thoroughly planned, safely executed, and completed on schedule, within scope, and within approved budgets, while meeting company quality standards and client expectations.

Acting as the central point of coordination, the Project Manager leads cross-functional teams, oversees Project Coordinators and Field Supervisors, manages subcontractors and suppliers, and maintains clear, effective communication with clients and key stakeholders. The role requires strong planning, organizational, and leadership capabilities, supported by a comprehensive understanding of construction processes, resource management, and best-practice project delivery. Through proactive risk management and operational oversight, the Project Manager plays a key role in driving efficiency and ensuring DNM's projects are delivered to a consistently high standard.

Key Roles & Responsibilities

Project Leadership & Oversight

- Lead the planning, execution, and completion of projects from start to finish, coordinating all phases of work and engaging the necessary internal departments, trades, subcontractors, and external partners to deliver successful outcomes.
- Ensure seamless collaboration across departments and trades involved in each project to meet scope, schedule, budget, quality, and client expectations.
- Define and manage project scope, goals, schedules, budgets, and resource plans with stakeholders and senior leadership.
- Establish clear objectives, deliverables, and milestones aligned with company standards and client expectations.
- Oversee project close-out activities, including final inspections, documentation, and handover.

Planning & Scheduling

- Develop comprehensive project plans and schedules; assign responsibilities and set milestones.
- Coordinate with internal teams and subcontractors to align schedules and resolve conflicts proactively.
- Adjust plans as needed to respond to scope changes, site conditions, or client requirements.

Budgeting & Financial Management

- Prepare and manage project budgets; track costs and control expenditures to meet targets.
- Review and approve invoices, change orders, and progress payments.
- Provide accurate financial forecasting and regular budget reports to leadership and clients.

Contract Administration & Billing Oversight

- Review and approve all progress claims prepared by Project Coordinators, ensuring accuracy, supporting documentation, and alignment with contract terms and project progress.
- Verify and approve change orders prior to billing to ensure proper scope and cost validation.
- Collaborate with Finance and Project Coordinators to ensure timely submission of claims, invoices, and supporting documents.
- Monitor project-level billing milestones, cash flow, and outstanding payments, escalating issues to the General Manager as required.
- Ensure compliance with lien holdback requirements and other statutory payment obligations.

Resource & Logistics Management

- Plan and allocate personnel, equipment, and materials to ensure projects are properly resourced.
- Oversee procurement, material deliveries, and logistics to avoid delays.
- Coordinate with warehouse and field teams to maintain efficiency and minimize downtime.

Stakeholder & Client Communication

- Serve as the primary point of contact for clients, consultants, subcontractors, and internal stakeholders.
- Provide regular updates, progress reports, and risk assessments.
- Build and maintain strong client relationships by addressing concerns promptly and professionally.

Team Leadership & Performance Management

- Provide direct leadership, coaching, and performance management for project support staff, including Project Coordinators and other team members assigned to projects.

- Establish clear expectations, conduct regular check-ins and performance reviews, and foster skill development to ensure strong project execution and team growth.
- Lead, coach, and support field teams through effective communication, collaboration, and alignment with project goals, quality standards, and timelines.
- Promote a culture of accountability, teamwork, safety, and continuous improvement across all project teams.

Quality Assurance & Compliance

- Ensure all work meets company standards, building codes, regulations, and client specifications.
- Conduct regular site visits to assess progress, quality, and adherence to plans and safety protocols.
- Review drawings, specifications, and submittals; implement corrective actions for deviations.

Risk Management

- Proactively identify potential project risks and develop mitigation strategies to minimize impact on schedule, budget, and quality.
- Manage internal and external risks, including scope changes and design challenges.
- Lead post-project reviews to capture lessons learned and improve future delivery.

Continuous Improvement & Innovation

- Drive process improvements that enhance efficiency, cost control, and outcomes.
- Contribute to company procedures, best practices, and delivery methodologies.
- Stay current on industry trends, technologies, and regulatory changes.

The Person

Qualifications & Education Requirements

- Diploma or degree in Construction Management, Engineering, Project Management, or related field.
- Extensive project management experience within construction, mechanical or contracting industries.
- PMP or equivalent project management certification is considered a strong asset.
- Proven track record managing multiple projects from initiation to completion.
- Strong knowledge of construction processes, mechanical systems, and applicable codes/regulations.
- Proficiency with project management tools (e.g., MS Project, Procore, or equivalent).
- Valid Ontario G-Class Driver's License and clean driver's abstract.
- Working at Heights, WHMIS, and First Aid certifications required.

Knowledge, Skills & Attributes

Adaptability – Ability to adjust to changing environment, schedules, and priorities accordingly.

Communication Skills – Open and straightforward style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone. Possesses strong written and verbal communication skills and presentation abilities.

Team Player/Teamwork – Demonstrated success leading a team, talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, and resolves conflict appropriately; collaborative.

Problem Solving & Judgment – Ability to assess options and implications to identify problems and solutions. Ability to make decisions and provide direction on complex and emerging issues with political, community, or administrative implications.

Analytical Thinking – Demonstrates the ability to critically assess complex information, identify trends, and evaluate multiple solutions to support sound decision-making. Applies structured problem-solving techniques to assess risk, anticipate challenges, and develop practical, data-driven outcomes in dynamic project environments.

Financial Acumen – Possesses a strong understanding of financial principles, including budgeting, cost control, forecasting, and margin management. Effectively monitors financial performance, identifies variances, and implements corrective actions to support profitability and informed business decisions.

Client Focus – Maintains a strong commitment to understanding client needs and delivering outcomes that meet or exceed expectations. Builds trusted, long-term relationships through clear communication, responsiveness, and a proactive approach to service delivery and issue resolution.

Inspiring Leadership – Provides clear direction and motivation to teams, fostering engagement, accountability, and high performance across multiple projects. Leads by example, supports professional development, and creates an inclusive environment that encourages collaboration, ownership, and continuous improvement.

Compensation

A competitive compensation package, including an attractive base salary range of $95,000-145,000 and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Sonny Kapoor or Luke Shin** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search
www.leadersinternational.com