



## **CIVIL PROJECT MANAGER**

### **VICTORIA, BC**

### **\$60,000 - \$90,000**

#### **OVERVIEW**

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Windley Contracting Ltd. is seeking an experienced Civil Project Manager to manage day-to-day operations of a large, multi-year civil project in Victoria, BC. The successful candidate will coordinate project execution, ensuring safety, quality, and efficiency across all site activities.

#### **KEY RESPONSIBILITIES**

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- Plan, schedule, and deliver assigned civil construction projects safely, on time, and on budget.
- Oversee field operations and coordinate with engineering, procurement, and subcontractors.
- Prepare cost estimates, budgets, and progress reports in collaboration with senior management.
- Manage documentation, permits, and regulatory compliance.
- Support the Senior Project Manager in reporting, forecasting, and stakeholder communication.
- Monitor and enforce quality control, environmental, and safety standards on-site.
- Build and maintain strong relationships with clients, suppliers, and trade partners.

#### **SKILLS AND QUALIFICATIONS**

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- 5+ years of project management experience in civil construction or infrastructure projects in BC.
- Strong working knowledge of earthworks, utilities, and road construction.
- Proficiency with project management tools (MS Project, HeavyBid/HeavyJob, MS 365).
- Excellent communication and organizational skills; able to manage multiple priorities effectively.
- Degree or diploma in Civil Engineering, Construction Management, or related discipline preferred.
- Hands-on, detail-oriented, and committed to delivering results in a fast-paced environment.

Please submit your application through MNP's official process and avoid making speculative approaches to Windley Contracting or its staff members, as such approaches will not support your application.