

**Title:** Director of Construction  
**Job Status:** Full Time  
**Hours of Work:** 40 Hours/Week

### **Job Summary:**

The incumbent must be able to oversee the preparation of accurate bids, establish and build relationships internally and externally within the construction industry and lead the construction arm in continuing to upscale its operations. The Director, Construction must be flexible to take on new tasks as needed and work consistently towards the mission, goals and values of the organization.

Reporting to the Chief Operating Officer, the Director, Construction will be responsible for overseeing all construction operations and development of the construction business of Blue Door. The incumbent must possess a strong business acumen, structure and assess profitability, display the ability to network and secure contracts and develop partnerships. They must also demonstrate the ability and tenacity to grow the construction business, while simultaneously ensuring the profitability, timeliness, and quality of all construction operations.

Must demonstrate accountability, flexibility, and time management abilities to complete a multitude of tasks and responsibilities.

### **Responsibilities:**

- Provide leadership through establishing and maintaining effective working relationships with all Partners of the organization;
- Coordinate with the Director Team and support staff to ensure the effective balance of Construct's business and social aspirations;
- Overseeing construction team to ensure projects are completed on budget, on time, and with high-quality workmanship;
- Ensure the overall profitability of all construction projects;
- Review job-cost reports and provide operational recommendations to improve construction processes;
- Managing and overseeing all of our construction projects throughout the GTA, while working alongside and with the assistance of our leadership team, staff and forepersons;
- Plan, organize, direct, control, and evaluate construction projects from start to finish according to project schedule, construction schedules specifications, project budget and cost/cash flow projections;
- Provide oversight of the tendering and estimating process as well as project management;
- Coordinate with estimator to ensure all permits, requisitions and drawings are obtained for a project;
- Manage Forepersons and onsite staff to ensure efficiency, quality and productivity;
- Ensure accurate and timely project close dates; work with construction team to adjust working schedules to ensure deadlines are met;
- Work with Construction Manager and Construction Estimator to ensure seamless project delivery;
- Provide insight and determine best practices to improve efficiency and efficacy;
- Examine new opportunities in current and potential markets;
- Work with Chief Operating Officer to help develop and attain long-term company strategies and goals;

- Maintain detailed log of all subcontractor, supplier and client touchpoints in company CRM System;
- Leverage Project Management Software to ensure projects run with efficiency and efficacy;
- Ensure daily reporting procedures are current, safety protocols are being met and will review incidents as necessary;
- Engage in business development, driving the growth of Construct by generating leads and establishing and maintaining client relationships;
- Attend site visits as needed;
- Other duties as assigned.

### **Respect and Professionalism**

- Maintain professionalism in the workplace.
- Work collaboratively alongside relevant Blue Door team members and departments.
- Able and willing to promote harm reduction practices and practice anti-oppression.
- Attend internal staff meetings and staff training as required.
- Provide regular reports.
- Maintain the confidentiality of all client and agency information.
- Perform other duties as assigned.

### **Occupational Health and Safety**

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety or that of others.
- All employees shall learn and understand health and safety policies and procedures and comply with them.
- Must be able and willing to work with a flexible schedule.

### **Qualifications:**

- Education: Bachelor's degree in construction management, civil engineering, or related field.
- Experience: Several years of construction project management experience.
- Construction Knowledge: Strong understanding of construction methods, materials, and building codes including a thorough understanding of building principles and Ontario Building Code requirements
- Leadership: Proven ability to lead and manage construction teams and subcontractors.
- Budgeting: Proficient in preparing and managing construction budgets.
- Planning: Skilled in creating detailed construction plans and schedules.
- Safety: Thorough knowledge of construction safety standards and regulations (experience with COR preferred)
- Communication: Strong written and verbal communication skills.
- Problem-Solving: Ability to identify and resolve construction-related challenges.
- Partner Engagement: Experience working collaboratively with various partners.
- Social Impact: Commitment to sustainability and community-oriented construction practices.
- Project Evaluation: Proficiency in project performance evaluation and reporting.
- Desire to support at-risk populations
- Understanding and promotion of anti-oppressive practices
- Valid Vulnerable Sector Screening Report from York Regional Police

- Valid Driver's License and a clean driver abstract
- Knowledge of estimating and CRM software an asset
- PMP Certification an asset
- Experience with Procore or an equivalent project management system an asset

In keeping with our ongoing efforts to promote equity and reflect the diversity of the communities in which we serve, we encourage applications from persons with Indigenous backgrounds, persons with disabilities, 2SLGBTQ+ individuals, and members of visible minorities.

**In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Door's AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.**

Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to: [hr@bluedoor.ca](mailto:hr@bluedoor.ca)