

# DEVELOPMENT/SENIOR DEVELOPMENT MANAGER - MIXED-USE & COMMERCIAL

**COMPANY:** Jayman Living

**LOCATION:** Calgary, AB

**TYPE:** Full-time

## JOB DESCRIPTION

Builder of the year 23 times. Picture a career with us.

Jayman BUILT, one of Alberta's top, award winning home builders, currently has an opening for Senior Architectural Technologist / Designer Product Development – Residential at our Calgary location.

Development Manager Role:

The Development Manager (DM) must deliver, develop and continuously improve construction, development and project management processes for Jayman Living. The DM shall be accountable for decisions made and conduct themselves in a respectful and ethical manner in representing Jayman Living's interests. The person should demonstrate an entrepreneurial spirit in carrying out daily tasks and responsibilities and have confidence in providing recommendations or making decisions and giving direction as appropriate or required as the owner's representative on major development projects. A self-starter is of key importance, always demonstrating creativity and resourcefulness in achieving desired results. This role will be responsible for assisting with the front-end design/planning and managing the execution phases for both large and small mixed-use and commercial projects throughout our real estate portfolio, so a high degree of diverse technical knowledge is required to be successful. The person will be responsible for working with the Jayman Living management team, property management, development, accounting and legal personnel to coordinate and improve all construction and development activities.

### Prerequisite Training and Experience:

- A post-secondary qualification in architecture, engineering, construction management or related fields of study.
- A minimum 7 years' post graduate experience in the field of building design, project management, construction, cost consulting or development. A combination of these

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would be ideal. Previous experience in private, commercial and multifamily real estate project/development management will be advantageous.

- Demonstrable experience in managing multi-disciplinary teams, acting as the owner's representative during construction, producing high quality, written technical and analytical documents, presenting options and recommendations.
- Experience assisting and preparing development or construction budgets.
- Experience assisting the leasing team through LL/Tenant schedules and managing numerous retail tenants from their early design phases through to fixturing as well as residential rental leasing processes.
- Familiarity with implementing, improving, and developing systems, processes, policies, and procedures for all activities related to construction and development.
- Working knowledge of space layout and design, construction details, estimating and value engineering.
- Strong understanding of CCDC-5B and CCDC2 construction contracts.

#### General Skills

- Strong time management discipline and ability to prioritize multiple, concurrent projects.
- Ability to make presentations in clear language on complex topics to a variety of internal and external audiences.

#### Technical Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, Bluebeam and Project.
- Expertise in reading and understanding architectural/ structural/ mechanical/ electrical/ civil and other technical drawings is a prerequisite. Ability to conduct detailed reviews and highlight/provide solutions for constructability and/or long-term operations and maintenance issues from drawing reviews will be an asset.
- Expert analytical skills with proven experience in developing strategic solutions.
- Ability to forecast and estimate costs as well as prepare budgets and high-level schedules.

#### Personal Attributes:

- Self-motivated, team player with an ability to work diligently towards stated objectives with limited direction.
- Openness to learning new skills, adapting to different styles of leadership and carrying out whatever tasks are necessary to get the job done.
- Strong project-level leadership. Ability to mentor future supporting project coordinators and other project staff.
- Experience preparing and documenting professional service agreements and construction contracts.
- Exceptional attention to detail and organizational skills.
- Excellent customer service attitude.

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Core Responsibilities include, but are not limited to:

#### Development & Project Management

- Contribute to and assist with creation and ongoing revisions to project financial models/ proforma,
- Assist the VP when preparing project schedules, budgets, and scopes to ensure timely completion within budgetary guidelines,
- Assist with the procurement of multi-disciplinary consultant teams through design & pre-construction ensuring design intent is maintained and team members are communicating effectively,
- Monitor tracking of project estimates, costs, invoices, and cash flow to ensure that development budgets and business plan goals are met,
- Assist with permitting activities,
- Assist with cost estimates and value engineering strategies for construction projects,
- Review construction documents for scope, phasing, constructability, and completeness to eliminate unforeseen changes and increased costs,
- Compile and report on market information, trends, and statistics related to construction,
- Assist with project presentations and reports for internal and external stakeholders including investment partners.

#### Construction Management

- Work continually with external contractors, etc. to ensure maximum efficiency of developments, permitting processes, tenant coordination and finish out, renovations, and all related construction activities,
- Recommend appropriate procurement strategy for projects based on risk analysis and select forms of construction contracts,
- Develop and manage RFP processes to procure general and specialist contractors,
- Attend all required site construction meetings and work with the GC in accordance with the executed CCDC contract.
- Lead the project team to ensure shallow utility providers align with our objectives and timelines.
- Monitor and maintain/expedite the project construction schedule.
- Notify management of issues impacting quality, timing and significant extras to the contract; discuss and work with the project team to resolve issues
- Review and monitor contemplated change orders to ensure a change order is required
- Review monthly progress draws and invoicing including final holdbacks, ensuring all required documentation accompanies the draw requests
- Work with the OAC team to prepare and expedite project deficiency lists
- Prepare monthly Project Status Reports

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- Work with the GC and consulting team to manage project close-out (turnover, budget reconciliation, warranties and close out documentation)
- Work with legal and corporate executives on contract negotiation,
- Work with finance and accounting to review and implement construction loan draws,
- Identify, evaluate, mitigate, and monitor construction project risks.
- Ongoing review and management of construction and development expenses.
- Author and compile periodic project status reports as required.

#### Post Construction & Asset Management

- Work with Property Management on resolving post-construction issues and contributing to developing ongoing maintenance programs
- Review 3rd party and Tenant construction documents
- Work with leasing team to develop strategies related to construction (to continually improve tenant relations in this field and help provide a competitive edge related to construction activities)

#### AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH

- ▶ Competitive Salary
- ▶ Flexible health and dental benefits
- ▶ Opportunity to participate in a unique Jayman Employee Investment program
- ▶ Employer matching Group RRSP program and discount programs on Jayman products
- ▶ Continuing education is a focus at Jayman, and you have the opportunity to participate in annual customized education & training
- ▶ Opportunity for growth and career advancement
- ▶ Employee Discounts
- ▶ Social Club events
- ▶ On-site gym & parking

For the last 44 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track record. To apply please follow the link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclId=9200728479188\\_2&jobId=545722&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclId=9200728479188_2&jobId=545722&lang=en_CA)

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*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*

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