

**Project Manager (Building Envelope)**

Engineering Link  
Toronto, ON

**Engineering Link** is growing its team.

We are looking for a **Project Manager** to join our Building Envelope team. This role is exciting, diverse, and rewarding.

This role focuses on the building sciences aspects of consulting engineering and is responsible for overseeing small to large-scale projects while providing a high level of service quality for the Building Envelope department.

In this role, you will work closely with the existing Building Envelope leadership team to lead a wide variety of building projects. You will be exposed to the design of glass, windows, roofing, curtain wall, thermal modelling on a wide variety of new construction, heritage, and other types of projects.

The characteristics we look for is being self-motivated, hard-working, and people who form collaborative relationships with colleagues and clients.

This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, and enjoys working in a fast-paced environment. We are looking for someone who has a strong technical background, is highly organized, and pays attention to detail in every aspect of their work.

Engineering Link offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

Desired skills, responsibilities, and qualifications you will need to have:

**Skills**

- Adaptable: can pivot to meet project and client needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious, client-focused, and quality driven.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues, clients, and acts as an ambassador for Engineering Link in the field.
- Maintains and strengthens existing client relationships, fostering new business opportunities from our existing work.
- High level of proficiency with Microsoft Word and Excel.
- Experience with Microsoft Project and Access is also a desirable skill.

**Responsibilities**

- Works closely with existing Building Envelope leadership team.



- Utilizes technical expertise and works closely with the other department(s)/members within the company to ensure consistent and high-quality service and deliverables both within the company and to external sources.
- Actively participates in the mentorship of staff to nurture future project leaders and key contributors of the Building Envelope department.
- Contributes to the development of templates, standards of practice, and information sharing systems that will provide efficiency and advance the level of knowledge within the Building Envelope department.
- Oversees and executes projects such as design and performance of building envelope systems for new buildings and existing buildings for their repair/restoration/renewal, condition, and forensic assessment.
- Provides technical expertise and guidance as a Project Manager for small to large scale projects.
- Prepares fee proposals and manages clients.
- Works independently and with other team members to complete technical assessments, testing and evaluations related to building exterior walls/windows/roofs and parking structures.
- Works independently and with other team members to conduct field reviews and prepares reports throughout construction. This includes monitoring progress according to specifications, conformity to building codes and standards and preparation of site review reports.
- Development of specifications and details related to restoration and new design projects.
- Accepting responsibility for consistency, accuracy, and quality before presenting to the project team (internal and external).
- Accepting responsibility for delivering work within assigned project deadlines and assigned budgets.
- Ensure the effective management of project budgets through cost control methods, scheduling, and resourcing to meet project deliverables.

### **Qualifications**

- Minimum 5 years' relevant experience in consulting or technical design of building envelopes.
- Bachelor's degree in building science, engineering, or architecture; or equivalent training.
- Must have strong technical skills and experience in building envelopes including knowledge of codes and standards, specifications, testing, and façade engineering principles.
- Technical knowledge in areas such as: reserve funds, repair/replacement of window wall, window, curtain wall, masonry, exterior insulation and finish systems, and other related technical areas.
- Experience with concrete repair, waterproofing design, windows/exterior walls, and roofing.
- Experience with building condition investigations, bid document preparation, and contract administration.
- A motivated self-starter with a demonstrated ability to work independently as well as within a team environment.
- Working knowledge of construction materials and practices.
- Must have a working knowledge and ability to use programs such as Microsoft Word and Excel and Bluebeam or Adobe Acrobat.
- Experience in modelling software is preferable: WUFI, Therm, Windows, etc.
- Experience in AutoCAD is an asset.
- Excellent communication skills both verbal and written; including technical writing.
- Excellent organization skills with the ability to manage complex situations with multiple stakeholders.
- Strong leadership and project management skills with ability to manage scope, schedule, and budget.
- Must be willing to work at heights, including climbing ladders and working on swing stage.
- Has a valid G driver's license.



**A resume is required when applying.**

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.