

Senior Project Manager

Summit Design Build | Winnipeg, MB

Employment Type	Full-Time, Permanent
Location	Winnipeg, MB (Office + Active Construction Sites)
Reports To	President and CEO
Start Date	April 2028

ABOUT SUMMIT DESIGN BUILD

Summit Design Build is a Winnipeg-based construction management firm specializing in multi-unit residential and commercial construction. By the time this role joins, we will be a team of five managing a portfolio that spans from multi-family residential buildings to commercial fit-ups and institutional projects, with an annual revenue run rate approaching \$1M. We are growing intentionally and looking for a Senior PM who wants to help lead that growth, not just work within it.

THE ROLE

This is a senior hire, and we mean it. You will take full ownership of project delivery on our most complex files - primarily commercial and multi-unit residential - while the partners focus on client development, acquisitions, and firm strategy. You will manage client relationships, lead project teams, and be a key voice in how Summit runs its operations.

This role also carries a longer-term opportunity. As Summit continues to scale, we expect this person to grow into a Principal-level position with equity potential. We are looking for someone who thinks like a business owner, not just a project manager.

KEY RESPONSIBILITIES

Project Delivery

- Lead full project lifecycle for assigned commercial and multi-unit residential projects from pre-construction through closeout
- Serve as the primary client contact on all assigned files - own the relationship

- Manage project budgets, schedules, change order logs, and subcontractor performance with full accountability
- Conduct OAC meetings, prepare and distribute meeting minutes, and manage all project correspondence
- Oversee the RFI, submittal, and shop drawing review process; coordinate with architects, engineers, and authorities
- Manage substantial completion, deficiency closeout, and warranty processes

Team Leadership

- Manage and mentor Project Coordinators and the Estimator/PM on assigned project teams
- Set standards for project documentation, site safety protocols, and client communication across the firm
- Work closely with the Foreman on site execution, sequencing, and trade performance
- Contribute to firm-wide process development as Summit builds out its operating systems

Business Development

- Assist partners with proposals, presentations, and client meetings for new project pursuits
- Build and maintain relationships with consultants, developers, and repeat clients
- Contribute to Summit's commercial pipeline by identifying and qualifying opportunities
- Participate in industry associations and networking as a representative of the firm

WHAT WE ARE LOOKING FOR

- 7+ years of construction project management experience, with a demonstrated track record as lead PM on commercial and/or multi-unit residential projects
- Experience managing projects \$1M and above in total construction value
- Commercial construction experience is required - institutional experience is a strong asset
- Post-secondary education in Construction Management, Civil Engineering, Architecture, or a related field
- Strong knowledge of contract administration (CCDC and/or FIDIC); understanding of CM delivery models
- Experience managing consultants, subtrades, and owner relationships simultaneously on active projects
- Proficiency in project management software (Procore, MS Project, or similar)
- PMP designation is an asset
- Valid Driver's Licence required
- Strong communicator and relationship-builder - you can hold a difficult conversation with a subtrade and represent the firm credibly in a boardroom on the same day
- Entrepreneurial mindset - you want to help build something, not just manage files

WHAT WE OFFER

- Competitive base salary depending on experience
- Performance bonus tied to project margin and business development contribution
- A clear path toward Principal-level responsibility and equity potential as Summit scales
- Genuine influence over how the firm operates - your experience and judgment will shape our systems
- Variety of project types across residential, commercial, and institutional segments
- A small, high-performance team where your contribution is direct and your impact is real

HOW TO APPLY

Send your resume and a cover letter outlining your most relevant project experience to info@summitdb.ca. Please include the scale and type of projects you have led as lead PM. We are planning for an April 2028 hire and are building our candidate pipeline now.

Summit Design Build is committed to building a diverse and inclusive team. We welcome applications from all qualified candidates.