

Jeff Watts

Project Manager-Design & Construction

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Work Experience

Owner's Representative Consultant Project Manager STANBURY Construction Project Managers- Vancouver, BC July 2024 to September 2024

Responsible for leading and managing various types of Engineering, Architectural, Tenant Improvements, Construction Planning and Design Projects. Working with Consultants, Designers, General Contractor's and Clients. Reviewed and updated Requests for Proposals, Bid Analysis's and awarded CCDC Contracts to vendors. Worked with various industry professionals and led kickoff meetings and construction start up meetings. Conducted site inspections/ reviews and construction site walkthroughs with various Owner's/ Clients, Contractors, Consulting Engineers, Architects. Planning, Design and Construction for project work representing the Client/Owner's side. Strong communication skills were needed in this position, as well as relationship development and management. Stanbury pursued two large Requests for Proposal's with myself as Project Manager leading the project team. Stanbury was successful in be awarded a multi-year Project Management Services agreement with a local government organization during my time at the company.

Owner's Engineering Project Manager CAPREIT LIMITED PARTNERSHIP-Vancouver, BC June 2022 to April 2024

Owner's Project Manager in Engineering and Project Mgmt. Dept.- Western Canada; responsible for leading and managing various types of Structural Engineering Projects within BC, AB, and SK. Working with Operations Director's, Manager's, General Contractor's and Design Consultants, for Canada's largest Real Estate Investment Trust; CAPREIT Limited Partnership. I led close to 275 projects within 2 years with the organization. Prepared and awarded CCDC Contracts to vendors. Worked with Procurement Specialist to determine tender posting dates, mandatory pre-bid meetings, construction start up meetings. Bid Analysis reviews. Conducted Site Inspections/ Reviews and Project Close Out walkthroughs with various Consulting Engineers, Architects and Operations staff. Full Project Life Cycle project work representing the Owner's side.

Design & Construction Project Manager UCC GROUP INC.-Vancouver, BC June 2021 to March 2022

Project Manager responsibilities include leading the team in the front-end planning, design and construction of various landscape design and construction projects on Oakridge Mall Re-development Project with a budget of \$60 million in the metro Vancouver area.

Negotiated fixed pricing and value engineering for various suppliers and issued Purchase Order's with project administrator's for issuance to Vendors.

Completed start up meetings, site reviews and inspections with Construction Manager at Risk (CMAR) project team members that included Senior Project Manager's, Superintendent's, Project Coordinators and Safety Representatives. Tracked, logged and submitted to CMAR various types of contract related documents, such as SI's, RFI's, CCO's, CO's.

Property Restoration Project Manager First General Services on Vancouver Island - Nanaimo, BC February 2021 to June 2021

As a Project Manager my responsibilities included overseeing the full project life cycle delivery of assigned restoration projects, ensuring delivery within scope, schedule, quality, budget and meeting client requirements. Projects managed are typically of moderate complexity, risk, and public/owner/ client facing exposure. Property restoration within the Vancouver Island area providing leadership and project management services to team members, contractors, clients and stakeholders.

Planning, Landscape Architecture & Urban Design Project Manager WSP Group Limited Canada - Edmonton, AB September 2019 to October 2020

As a Project Manager my responsibilities included planning and overseeing the full project life cycle delivery of assigned projects, ensuring delivery within scope, budget and client requirements. Projects managed are typically of moderate to high complexity, risk, and public exposure. Land development within the Edmonton area providing leadership and project management services to team members, developers/clients and stakeholders.

Design & Construction projects have included; Various Municipal Infrastructure Projects in Land Development (Woodhaven in Edgemont, Stillwater, Cambrian, Marquis, Stewart Greens), various trail design and park amenities upgrades)

Owners Representative Project Manager Brookfield Global Integrated Solutions (BGIS) - Nanaimo, BC
September 2018 to August 2019

Brookfield Global Integrated Solution's, Victoria/Nanaimo, British Columbia
Owners Representative & Project Manager, (September 2018-August 2019)

As a Project Manager my responsibilities include planning and overseeing the full project life cycle delivery of assigned projects, ensuring delivery within scope, budget and client requirements. Projects managed are typically of moderate to high complexity, risk, and public exposure. Communication with various clients and stakeholders of project status is a main component of the position. Leading and interfacing with consultants, engineers, architects and general contractors to ensure quality and workmanship to industry standards. Project delivery models have ranged from design bid build, design build and construction management. Strong abilities in developing and maintaining effective client relations resulting in positive solutions, managing client expectations and ensuring client satisfaction.

Construction projects have included;

- Various tenant improvements (TI's) within Provincial Government Facilities
- Review and implement recommendations for Design and feasibility projects and studies
- Environmental remediation within complex project sites (i.e.; Correctional Centers)
- Tenant retrofits and Office renovations
- Fire systems upgrades (i.e. Provincial Courthouses)
- HVAC & CCTV installations and replacements (i.e.; Correctional Centers)

Project Management Officer; Project Technical Services Public Service and Procurement Canada -
Edmonton, AB February 2017 to January 2018
February 2017-February 2018)

Followed National Project Management System (NPMS) for various types of Federal Infrastructure Projects including office fit up projects and buildings for Other Government Departments. Understanding of project management process and controlled the scope, costs and schedule of programs and projects, handled program planning and reviewed and prepared project management plans, charters, scope documents, such as schedules, terms of reference, statements of requirement, and statements of work contract documents. Active listening to clients, demonstrates an understanding of diverse client needs and fosters effective two-way communication. Communicated with clients in a timely manner to provide necessary information and services and to identify potential issues. Gathered information and consults appropriate parties, when needed, to follow up on client requests. Resolved client service issues, including urgent ones, in a timely manner. Followed applicable government policies, regulations and procedures impacting client service. Demonstrated an understanding of own roles and responsibilities, and those of other parties involved in providing client services. Prioritized own work to meet client needs within agreed and sometimes tight timelines. Successfully completed mandatory 2 years of various internal training courses within first 3 months of employment.

Technical Specialist; Program & Project Management- DEFENCE CONSTRUCTION CANADA, Western
Canada Regional Office; Edmonton, Alberta March 2016 to October 2016

Streamlined the project management process and controlled the scope, costs and schedule of programs and projects, handled program planning and prepared scope documents, such as schedules, terms of reference, statements of requirement, and statements of work contract documents. Provided project management services that ranged from specific tasks to support Department of National Defence Client-Partners to turnkey project and program management for infrastructure projects within Western Canadian Forces bases. Provided project management expertise and offered advice on project objectives, strategies and resource management, as well as, monitoring and tracking schedules and performance. Identified problems to the development, planning, designing and construction phases of a project within the commercial facility management industry. Successfully completed mandatory 1 year of various internal training courses within first 3 months of employment.

Landscape Architectural Technician CITY OF EDMONTON - Edmonton, AB January 2016 to March 2016

Held full accountability for operations, which included maintaining budget compliance, scheduling, preparing various types of project estimates, scope verification, and progress reports for project team member representatives. Designed multiple types of landscape construction drawing packages for implementation and construction simultaneously. Working with established standards for the review and approval of construction project submissions to the section. Functioned with project team members and planned roles & responsibilities to achieve successful project outcomes. Ensured strict compliance with rules, regulations, and standards. Fostered deep and strong relationships with project managers, coordinators, stakeholders, contractors, consultants and department representatives. Efficiently sustained

tender package, contracts, project data management, accurate records, electronic files, evaluations, and project close out documents with project team members.

Project Management Officer CITY OF EDMONTON-SUSTAINABLE DEVELOPMENT - Edmonton, AB 2012 to 2016

Conducted site visits, meetings and inspections to review that the contract and site construction plans were followed as per the design package. Headed full project life cycle phases as an owner's representative that included strategy, concept, design, build and operated. Monitored and control project deliverables and tasks. Stabled financial project costs with organizational enterprise programs, such as SAP, SharePoint and PeopleSoft. Evaluated project risk assessments and updated risk registers for identifying project risk management strategic plans.

Actively performed hazard assessments, environmental and safety inspections with internal organizational health and safety representatives to address throughout project execution. Teamed with internal & external communications representatives on updating communication plans that included project reports/memos to various key stakeholders. Efficiently sustained tender package, contracts, project data management, accurate records, electronic files, evaluations, and project close out documents with project team members.

Project Management Officer CITY OF EDMONTON- Landscape Design & Construction Dept. - Edmonton, AB October 2011 to August 2013

Spearheaded multiple types of landscape construction projects simultaneously in a project-based environment that covered all knowledge areas of project management. Prepared budget, scheduling, tender documents, scope of work, and provide progress reports to Project Directors, Senior Program Managers and Stakeholders on a weekly or bi-weekly basis. Design and Construction projects included playground construction, hard surfacing trail construction, shelter and amenities, cemetery entry features, golf course re-grading, parking lot realignments and grade level seed earthworks grading projects. Ability to deliver these projects within scope, on schedule, safely and on budget.

Drafting Technician, I & II CITY OF EDMONTON - Edmonton, AB April 2007 to October 2011

Arranged Topographical Base Plans - developed accurate and detailed plans for Construction Teams within the City of Edmonton Departments and with private contractors to meet scope of work deliverables. Assisted drawing packages within a project team that included working with Landscape Architects, Project Managers, General Contractors and various stakeholders in understanding design fundamentals, criteria, and construction documents for specific projects. Created utility plans, staking plans for construction, grading plans, bid form quantity take offs and preparation of scope of work documents.

Discussed specific plans/details with regard to a proposed design and met with community groups, school board members, and contractors.

ADDITIONAL EXPERIENCE:

Survey Technical Assistant I & II CITY OF EDMONTON - Edmonton, AB May 2005 to April 2007

Working alongside a General Supervisor/ Crew Leader, I assisted on gathering Topographical Survey information that was then converted into grading and construction plans in the Design and Construction of various types of municipal infrastructure. Also assisted in provided construction layouts of survey markers/ stakes needed for construction general contractors.

Education

Certificate in Construction Management

University of Columbia in New York City
2020

Graduate Certificate in Project Management

University of Alberta-Executive Education-School of Business
2010

Diploma in Landscape Architecture Technology

Northern Alberta Institute of Technology - Edmonton, AB 2005 to 2007

Skills & Experience

- Full Lifecycle Project Management
- Project Management & Coordination with Contractors, Consultants, and Clients
- Construction Administration
- Specification Writing
- Architectural, Structural, and Landscape Architecture drawings reviews and quantity take offs.
- Team Management & Communication Management

- Project Leadership
- Contract & Change Management (CCDC's, CCO's, CO's)
- Quality Assurance & Control (QA&QC)
- Request for Information Logging and Tracking (RFI's)
- Scheduling by using MS Project 2019; Certification through PMI; obtained in 2024
- Procore Construction Management Professional Certification by Procore Technologies; obtained in 2024
- Experience, knowledge and skills with Microsoft 365 SharePoint, EXCEL, Word, PowerBI, SAP, Procore, Field Wire, Adobe, Plan Swift, AutoCAD, Bluebeam 21 Revu.
- Currently working towards Project Management Institute Construction Professional Designation (PMI-CP); courses and some topics included in this professional designation are Contract & Risk; Scope & Change Order Construction Management. More specifically, The Last Planner System (LPS), Advanced Work Packages (AWP's) and Lean Construction Methodologies.

Personal Career Growth Websites & Associations:

- Project Management Institute www.pmi.org
- Construction Industry Institute www.construction-institute.org
- LinkedIn Learning www.linkedin.com/learning/

Languages

- English - Fluent

Personal Social Media Links

<https://www.linkedin.com/in/jeff-watts-b671331b/>