

# Jeff Watts Design & Construction Project Manager

780-887-2061

[jwatts2979@gmail.com](mailto:jwatts2979@gmail.com)

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

## PROFESSIONAL SUMMARY OF QUALIFICATIONS:

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Proactive, dynamic and lifelong learning Project Manager with over 10 years of comprehensive experience in managing diverse construction projects across Western Canada. Experience in various types of design and construction in Project Manager roles with a track record of successfully leading projects with budgets ranging from \$100,000 dollars up to \$80 million dollars. Recognized for enhancing project outcomes through strategic collaboration, relationship building and strong communication skills, which have consistently delivered projects within scope, budget and safely. Committed to leveraging extensive project management tools, techniques and skills from over 15 years of construction industry knowledge and experiences to drive success in future construction endeavors.

- Familiarity with various project delivery methods; (DBB, DB, CMAR)
- Planning & Scheduling
- Job Costing & Budget Analysis
- Contract Administration (CA) & Negotiations
- Quality Control & Assurance (QC/QA)
- Change Order Management logs/tracking (CCO's, CO's, RFI's, SI's, SD's)
- Identifying & Resolving Deficiencies Contractors
- Stakeholder Management & Relationship Building
- Risk Management (Risk Register, Logs, Mitigation Strategies)
- Team Building & Leadership & Mentorship to team members
- Monthly financial and project reporting to key Stakeholders and Management
- Manage Contractors Organizational Safety Procedures for adherence to local policies
- Communications Management
- Construction Management Supervision
- Organization & Time Management
- Contract Administration & Negotiation
- Prepare/ Review CCO's, CO's, SI's, RFI's, SD's
- Liaising with Regulatory Bodies, including Municipality relationships and permit requirements
- Familiarity with various PM software such as; BluBeam Revu 21, MS Office365, SharePoint, Adobe, Procore, FieldWire, MS Project, MS To Do, Xactimate, SAP, Accumatica.
- Working towards PMI- Construction Professional Designation. Completed all required hours and courses.

## PROFESSIONAL EXPERIENCE:

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### REOTECH CONSTRUCTION

Senior Project Manager

January 2025 – March 2025

*Reotech Construction is a private local General Contractor specialized in Commercial Construction on the lower mainland with offices in downtown Vancouver and Coquitlam. The company has about 100-150 employees.*

- Responsible for leading and managing various types of Commercial Tenant Improvements and Construction Planning and Design Projects. Working with Consultants, Designers, Sub-Contractor's and Clients. Reviewed and updated requests for proposals, bid submissions and awarded CCDC Contracts to vendors.
- Worked with various industry professionals and led kickoff meetings, pre-bid 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 General Contractor.

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- Strong communication skills were needed in this position, as well as relationship development management. Met with industry contacts to promote our commercial construction work in the downtown Vancouver area.
- Learning and gained proficiency in a new accounting program (Acumatica) that was being implemented within the organization. Schedule development (with MS Project) reviews with Superintendents and sharing these with client representatives.
- Compiled shop drawing packages for release to various consultants and designers for review and acceptance.
- Led procurement efforts with sub-contractors, reviewed pricing and updated budget pricing for presentation with Owners/Principals. Issued Purchase Order's to sub-contractors for materials, time and labour.
- Created and shared Project Close Out template for use by Project Management team.
- Responsible for managing the planning, design and preconstruction of tenant improvement projects in the range of \$1.5million up to \$13million dollars in downtown Vancouver and lower mainland.
- Pursued 2-3 Requests for Proposals while with Reotech as the Senior Project Manager on these proposals.

### **STANBURY CONSTRUCTION PROJECT MANAGERS (SCPM)**

Project Manager

July 2024- Sept.2024

*Stanbury Construction Project Managers are a small consulting firm based out of the lower mainland Vancouver with projects located throughout the area. Stanbury pursues and leads local projects tailored to work as Owner's Representatives/ Project Manager's.*

- 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 management. Schedule development with Architects and Principals were also tasks performed.
- Stanbury pursued two large Requests for Proposal's with myself as Project Manager leading the project team. Stanbury was successful in being awarded a multi-year Project Management Services agreement with a local government organization during my time at the company.

### **CANADIAN APARTMENTS REAL ESTATE INVESTMENT TRUST (CAPREIT)**

Engineering Owners Project Manager;

June 2022-April 2024

*CAPREIT is Canada's largest publicly traded provider of quality rental housing. As at December 31, 2024, CAPREIT owns approximately 46,900 residential apartment suites and townhomes that are well-located across Canada and the Netherlands. CAPREIT has between 1,000 – 5000 employees in Canada and the Netherlands.*

- Owner's Project Manager in 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.

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- I led over 250 projects within 2 years at the organization, reporting to Senior Engineering Director in Ontario.
- Prepared and awarded CCDC-2 Stipulated Lump Sum Contracts to vendors.
- Worked with Procurement Specialist to determine tender posting dates, bid analysis reviews/ award, mandatory pre-bid meetings, construction start up meetings.
- 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.

### UCC GROUP (UCC)

Project Manager

June 2021-March 2022

*UCC Group is a specialized Landscape Hard and Softscape General Contractor based out of Toronto, Ont.; with offices in British Columbia and Florida. UCC employs about 250-300 people.*

- General Contractor Project Manager in Vancouver; responsible for leading and managing various types of Landscape Design and Construction Projects within the Oakridge Mall Redevelopment
- Working with project team members that included a Superintendent, Landscape Architects/ Designers, Operations Managers, Suppliers, and Sub- Contractors.
- I led over 20-25 projects for the landscape design and construction within the Oakridge Mall Redevelopment Project currently under construction in Vancouver, BC; and reporting to a General Manager in Ontario and the Construction Manager at Risk on site.
- Prepared and awarded CCDC-2 Stipulated Lump Sum Contracts and Purchase Orders to various subcontractors/ vendors.
- Worked with General Manager to determine tender posting dates, bid analysis reviews/ award, mandatory pre-bid meetings, construction start up meetings.
- Projects managed under the \$50 million-dollar contract with the CMAR and UCC included a running track, playground, waterproofing parking structure/deck, water features, promenade/ grand staircase, soil slope stabilization, walking trails/paths, tree & shrub plantings and full landscape material placement within Phase 1 of the site.

### FIRST GENERAL SERVICES ON VANCOUVER ISLAND (FGS)

Restoration Project Manager

February 2021-June 2021

*First General Services is a restoration contractor specialized in the disaster and restoration industry on Vancouver Island. FGS is North America's longest serving restoration contractor and has been in business for 75 years.*

- 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, mentorship and project management services to team members, contractors, client's and stakeholders.
- Prepared and awarded Purchase Order Contracts to vendors through the Insurance Adjuster approved budgets.
- Conducted Site Inspections/ Reviews and Project Close Out walkthroughs with various clients and business owners as the Restoration Project Manager on behalf of FGS.
- Full Project Life Cycle project work Restoration Project Management.

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### **PLANNING, LANDSCAPE ARCHITECTURE & URBAN WSP ENGINEERING (WSP)**

Landscape Design and Construction Project Manager

September 2019-October 2020

*WSP is one of the world's leading professional services firms, uniting our engineering, advisory and science-based expertise to make a positive impact. We envision future possibilities and bring them to life through technical know-how and innovation.*

- 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 facing 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)
- Downtown Revitalization for a local municipality which included civil infrastructure upgrades, paving, light fixtures and amenities.

### **BROOKFIELD GLOBAL INTEGRATED SOLUTIONS (BGIS)**

Owner's Representative Project Manager

September 2018- August 2019

*BGIS is a global leader in integrated facility management services. Offering a full range of facility and real estate management services, BGIS partners with clients globally to bring innovative solutions to life.*

- 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 on Vancouver Island.
- 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)

### **PUBLIC SERVICE AND PROCUREMENT CANADA- GOVERNMENT OF CANADA (PSPC)**

Project Management Officer

Feb. 2017-Jan. 2018

*Public Services and Procurement Canada (PSPC) supports federal departments and agencies in their daily operations as their central purchasing agent, real property manager, treasurer, accountant, pay and pension administrator, integrity advisor, common service provider and linguistic authority.*

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- 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 were typically of moderate to high complexity, risk, and had public facing exposure.
- Various Tenant Improvement projects within the Federal Government assets and provided leadership and project management services to clients, team members and stakeholders.
- Provided clear and concise monthly project communications to key stakeholders and management.
- Reviewed Consultant and Contractor invoices against the contracts for approval for payment at month end.
- Design & Construction projects were located in Edmonton, Northern Alberta and Northwest Territories.
- Worked with and led Design Consultants that included Architects, Engineers, Interior Designers as the Project Manager/ Client in delivering project services planning, initiation, execution and close out.

### **DEFENSE CONSTRUCTION CANADA-(DCC)**

Technical Specialist; Program& Project Mgmt.-Western Canada Regional Office      March 2016-October 2016

*DCC is a Federal Government Crown Corporation that delivers infrastructure and environmental projects for the Department of National Defence and provides third party services.*

- 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 were typically of moderate to high complexity, risk, and had public facing exposure.
- Various Tenant Improvement projects within the Federal Government assets and provided leadership and project management services to clients, team members and stakeholders.
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### **CITY OF EDMONTON LANDSCAPE DESIGN & CONSTRUCTION/ SUSTAINABLE DEVELOPMENT (COE-LDC/SD)**

Project Management Officer/ LAT Drafting Tech. I, II/ Surveyor I, II

April 2007-March 2016

*Municipal corporation, serving just over one million people. With more than 300 programs and services, our work connects us to almost every aspect of Edmontonian's daily lives. And working together, we're building a thriving, sustainable and welcoming home for Edmontonian's of today and tomorrow.*

- Various roles with the City of Edmonton over the course of a 10-year career within the organization. Roles included starting out as a Playground Inspector (while in college for the summer), Surveyor I&II, Drafting Technician I&II, Project Management Officer for the Landscape Design and Construction and Sustainable Development Departments.
- These progressive roles gave me strong foundations for the construction industry as well as the experiences in the Planning, Design and Construction of various types of civil municipal infrastructure.
- Being part of various project teams in different roles, gave me valuable experience in learning to work with project teams that delivered key infrastructure projects that create value to the citizens of Edmonton for many years to come.
- Projects ranged in value from \$50,000 dollars up to \$30 million dollars. Reviewed Consultant and Contractor invoices against the contracts for approval for payment at month end.

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- Throughout these years, I was able to develop strong relationships with many colleagues and construction, planning and design industry leaders.

### EDUCATION:

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University of Columbia in NYC

January 2020- January 2021

**Construction Management Specialization Certificate**

University of Alberta School of Business- Executive Education

September 2010-April 2011

**Graduate Certificate in Project Management Certificate**

Northern Alberta Institute of Alberta (NAIT)

August 2005- May 2007

**Landscape Architecture Technology Associates Degree**

*\*\*\* Completed various Construction safety related industry courses and certifications\*\*\**

*2008-Ongoing*