

PHELPS HOMES

Title: Project Manager, Land Development

Reports To: Director, Land Development

Key Accountabilities:

- Responsible for municipal approvals from concept to registration.
- To be knowledgeable of all Phelps Homes products, model types and features
- Responsible for community and urban design
- Responsible for liaising with internal and external partners on unit design
- Consultant management
- Project budget management and tracking
- Assist in managing site servicing
- Interaction with industry partners at events
- Manage the process of agreement amendments

Summary:

The Project Manager, Land Development is responsible for leading municipal approvals as coordinated by the Director. This role is also responsible for leading unit and community design. Knowledge of trends in design and community development is integral. This role will involve attending public meetings and open houses and building value for approvals. This role requires knowledge of our competitors, their products, pricing and the communities in which we build.

Specifically:

- Providing project management for a variety of residential development projects.
- Planning, designing, and providing technical expertise on land development projects including residential properties.
- Leading the preparation of technical reports to support the project, and ensure the project and client needs are met in an effective and timely manner.
- Leading development projects through varying approvals, permitting, and development agreement process.
- Acting as a liaison between the developer/homebuilder and approving authorities .
- Preparing proposals and executing business development and marketing within the private development sector.
- Land development investigations – finding opportunities and preparing proformas and analyzing land use regulations to determine best fit based on feedback from the Builder

- Nurture positive relationships to advance approvals, land planning and construction processes.
- Assist in timely feasibility studies and provide continuous economic projection
- Accurately estimate cash flow projections compared to strategic plan
- Develop, monitor and manage budgets and timelines
- Create, manage and execute project schedules; ensure they are continually updated and communicated as required.
- Communicate project progress regularly with stakeholders
- Contribute to the overall effectiveness of the team through consistency, dependability, proactive communication, respect and a positive attitude
- Assist, monitor and adhere to the Division's land development schedule and budget for each project.

Position Requirements:

- Experience in ground related and mid-rise approvals.
- Enjoys design and community development.
- Industry participation.
- Accuracy and attention to detail while working under tight deadlines.
- Excellent communication skills both verbal and written
- Excellent working knowledge of Microsoft Office products; especially Excel and the Adobe suite.
- Assertive, comfortable communicating with various types of individuals.
- Good interpersonal and customer service skills.
- Good team player.
- Ability to follow through and complete overlapping projects.
- Good organizational, time management and prioritizing skills.
- Strong problem identification and problem resolution skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.

Education & Experience:

- Minimum Bachelor's degree in Urban Planning, Civil Engineering, Geography, and Real Estate.
- 5-10 years in land development, municipal approvals in either the public or private sector
- Registration as a Land Economist, Registered Professional Planner or Professional Engineer would be considered an asset.
- Excellent computer skills

Working Conditions:

- Office and site atmosphere
- Evening and site meetings
- Overtime as required.