



ADMINISTRATION PORTUAIRE DE TROIS-RIVIÈRES

1545, du Fleuve, Trois-Rivières (Québec) G9A 6K4

Téléphone : (819) 378-2887

JOB DESCRIPTION

Project Manager

Job location :	Trois-Rivières (Qc)
Immediate supervisor :	Director, Infrastructure and Projects
Subordinates :	None
Term :	1 year

POSITION SUMMARY

Reporting to the Director of Infrastructure and Projects, the Project Manager is responsible for overseeing the management and execution of a major port infrastructure construction project. They may also be called upon to assist the team with various projects related to the development of different sites and the operation of various sectors.

MAIN TASKS AND RESPONSIBILITIES

- Monitor construction activities as well as the progress and execution of the work for the assigned project.
- Collaborate and plan all interventions with service providers involved in the project and ensure coordination with the relevant contractor.
- Coordinate the project with other ongoing projects at the Port and ensure alignment with the Trois-Rivières Port Authority Harbour's Office in order to minimize risks related to TRPA projects.
- Inform and coordinate certain activities with various partners and port users to ensure smooth port operations during construction work.
- Maintain good relationships with contractors, handling companies, and service providers operating on the worksite.
- Ensure follow-up to contractual obligations, timelines, and deliverables associated with the various phases of the project.
- Ensure the review and execution of contracts related to the construction project as well as with engineering firms.
- Manage the project budget with the director and other TRPA departments (accounting and finance).
- Collect data related to the project, gather key highlights, take photos, etc.
- Contribute to identifying and assessing risks related to contractual commitments and propose mitigation measures.
- Participate in public calls for tenders, invitation-based calls for tenders, or any request for proposals from service companies related to the project.
- Assist the Infrastructure and Projects team in planning, organizing, and coordinating project management activities as needed.
- Perform any other related tasks.

EDUCATION, EXPERIENCE, AND SKILLS

Professional experience and competencies

- College diploma in Civil Engineering or Bachelor's degree in Civil Engineering, Construction Engineering, or any relevant field.

- 10–15 years of experience as a technician, or 5–10 years as a bachelor-level professional in a project management role.
- Experience in the port and maritime sector (asset).
- Membership in the Ordre des ingénieurs du Québec (OIQ) (asset).
- Valid driver’s license and access to a vehicle for travel.
- Excellent command of French.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Visio), Adobe Pro, AutoCAD.
- Knowledge of project management software (asset).

Abilities and personal traits

- Strong analytical skills.
- Initiative and autonomy.
- Ability to work under pressure, manage multiple priorities simultaneously, and meet tight deadlines.
- Strong ability to establish and maintain effective and harmonious communication and interpersonal relationships.
- Demonstrates initiative, resourcefulness, and diplomacy.
- Sound judgment in decision-making and the ability to address complex and sensitive situations.
- Strong organizational skills and excellent priority management.
- Thoroughness and attention to detail.
- Enjoys working within a multidisciplinary team.

WORKING CONDITIONS

- As a federal organization, the Port of Trois-Rivières offers competitive working conditions and a wide range of benefits, including comprehensive group insurance coverage and a defined benefit pension plan.
- Full-time contractual position.