

# JOB POSTING

## PROJECT MANAGER



HOMETOWN  
HOMES

### ABOUT US

Hometown Homes is Saskatoon's award-winning design-build professional. We design and build unique custom homes on a fixed price with all design work completed upfront. We are the 'Type A' of organizations and are obsessed with continuous improvement through processes, systems and standardization. We're known for our quality work, jobs running smoothly, and our Hometown feel and because of that, we are growing and are looking for a Project Manager to join our team.

### OUR VALUES

#### DETAILED

- Our work is square, straight and centered
- We clean up after ourselves
- We realize it's the little things that go a long way

#### EFFICIENT

- We have a plan before we start
- We put continuous improvement into action
- We stick to our word

#### PERSONABLE

- We make everyone feel welcome
- We speak in layman's terms
- We share and listen to all ideas

### THE ROLE

As the Project Manager, you are the hub of the project. You bring together people, budgets, schedules, systems, and decisions to ensure projects run smoothly from contract to handover and through warranty. In short, you make sure nothing falls through the cracks, clients feel informed, and projects finish on time and on budget.

#### WHAT YOU'LL DO:

- Manage project budgets, schedules, and scopes from start to finish
- Coordinate trades, suppliers, and inspections to keep jobs moving
- Be the main point of contact for clients during construction and warranty
- Create and maintain accurate schedules, budgets, and documentation in Buildertrend
- Issue purchase orders, review invoices, and manage change orders
- Lead project kick-offs and weekly huddles with the Site Supervisor
- Proactively identify risks, bottlenecks, and issues before they become problems
- Ensure quality standards are met and deficiencies are resolved promptly
- Continuously improve systems, templates, and processes

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### WHAT YOU NEED

You love order, clarity, and seeing projects come together cleanly. You're calm under pressure, comfortable making decisions, and you don't wait to be told what needs fixing. You understand how homes get built and how one missed detail can ripple through an entire project.

### EDUCATION

- Diploma or degree in Construction Management, Architectural Technology, Engineering Technology, Business, or a related field or an equivalent combination of education and hands-on residential construction experience
- Ongoing professional development

### EXPERIENCE

- Experience in custom home building or high-end residential construction
- Building schedules and understanding residential construction sequencing
- Estimating and job costing
- Scheduling and trade coordination
- Reading drawings, specifications, and building codes
- Using contracts, purchase orders and change orders
- Experience using Buildertrend or similar construction software
- Direct experience communicating with clients during active construction
- Participating in process improvement and SOP development

### COMPETENCIES (MOST IMPORTANT OF ALL)

- **DETAILED:** Identifies even the smallest details and builds systems that prevent errors.
- **EFFICIENCY:** Improves workflows and eliminates wasted effort for the team.
- **PERSONABLE:** Owns the room with confidence. Builds rapport quickly and diffuses tension naturally.
- **CONTINUOUS IMPROVEMENT:** Mistakes are made, root causes are identified; solutions are implemented; and the same mistake is never made twice.
- **COMMUNICATION:** Observant and helps keep everyone in the loop on statuses of tasks.
- **SYSTEMS THINKING:** Designs and improves systems that scale and prevent future issues.
- **TECH SAVVY:** Quick learner with technology and initiative to mastering it.
- **FOLLOW-THROUGH:** Ensures full closure across teams, systems, and documentation.

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### WHAT WE OFFER

- Continuous improvement atmosphere where your ideas are heard
- Flexible work hours
- Fun work environment
- Freedom to work from home
- Opportunity to help shape a growing company
- Training and development opportunities
- Comprehensive benefits package
- Vehicle allowance
- Cell phone allowance

### HOW TO APPLY

The main thing we look for in our team are people who align with our values and that you are a systems thinker.

We want your resume the old-fashioned way (and to see that you really do pay attention to details and can follow instructions)... e-mail it to [hello@hometownhomes.ca](mailto:hello@hometownhomes.ca) and don't be shy to tell us how you're a fit with the Hometown team (applications submitted directly through Indeed will not be reviewed).

We are grateful that you are interested in joining the Hometown team. Due to timelines, only those chosen for an interview will be contacted.