



Project Manager (Residential Construction)

Stillwater Custom Homes & Renovations

Victoria, BC

Compensation: \$40–\$50/hour, depending on experience

Reports to: President & Vice President

Role level: Intermediate to Senior (depending on experience)

About Stillwater

Stillwater Custom Homes and Renovations is a full-service residential construction company serving the Greater Victoria area. We specialize in **high-performance custom homes and thoughtful renovations**, with a strong emphasis on **early planning, technical rigour, and clear, consistent communication** throughout the life of a project.

We believe the success of a build is determined long before construction begins. Our process prioritizes upfront coordination, realistic budgeting, and collaborative problem-solving so that execution on site is calm, efficient, and intentional. Our work is grounded in **transparency, trust, reliability, and fairness** — both with our clients and within our team.

About the Role

As a **Project Manager**, you are responsible for the **end-to-end delivery** of residential construction projects — from early client conversations and design coordination through permitting, construction, and final close-out.

You are the central point of coordination between clients, consultants, trade partners, and internal teams. Your role is to ensure projects are **well planned, clearly communicated, technically sound, and executed to Stillwater's quality standards**.

This role requires strong organizational skills, sound judgment, and the ability to balance client care with practical execution. You will work closely with the President, Construction Manager, Site Superintendents, and trade partners to keep projects moving smoothly from concept to completion.



What We Offer

- \$40–\$50/hour, depending on experience
 - Full-time, Monday–Friday
 - Paid training and professional development opportunities
 - 4% vacation pay, paid out on each paycheck
 - 5 paid sick days
 - Health Spending Account (HSA) after a 3-month probationary period
 - Regular team social events
 - Supportive, collaborative team environment
 - New oceanfront, bike-friendly office with EV charger
 - Opportunity to work on high-performance, design-driven residential projects
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Core Responsibilities

Early Planning & Pre-Construction

- Lead early-stage conversations with clients to align scope, budget, and timelines
- Coordinate with architects, designers, engineers, and consultants during design development
- Provide constructability input and help identify risks early
- Develop preliminary and refined project budgets using Stillwater systems
- Prepare and submit building permit applications and respond to regulator inquiries
- Administer client contracts and home warranty documentation

Client Communication & Care

- Act as the primary point of contact for clients throughout the project lifecycle
- Communicate clearly and proactively regarding schedule, budget, scope, and decisions
- Guide clients through changes, trade-offs, and approvals in a calm, professional manner
- Ensure clients feel informed and supported from start to finish

Budget Management & Cost Control



- Refine budgets as design advances and pricing is confirmed
- Coordinate pricing with consultants, contractors, and sub-trades
- Present budgets and updates clearly using Stillwater templates
- Track client-initiated changes and issue change orders for approval
- Review contractor and sub-trade invoices and monitor cost trends

Scheduling & Construction Coordination

- Develop and maintain the master project schedule
- Coordinate labour, sub-trades, inspections, and deliveries with the Construction Manager
- Anticipate sequencing challenges and adjust schedules proactively
- Support site teams with planning, coordination, and problem-solving

Trade, Team & Safety Coordination

- Retain and coordinate qualified contractors, consultants, and sub-trades
- Communicate expectations around scope, schedule, quality, and safety
- Work closely with the Construction Manager to assemble and support site teams
- Act as the primary health and safety point of contact for assigned projects

Materials & Procurement

- Coordinate material take-offs with the Construction Manager and Lead Carpenter
- Place material orders and track deliveries
- Ensure materials align with project needs, schedules, and specifications

Quality Control & Project Close-Out

- Monitor work quality throughout construction and address deficiencies as they arise
- Conduct final walk-throughs with clients
- Coordinate deficiency resolution and project completion
- Complete and file home warranty documentation and final inspection paperwork

What We're Looking For



- 3+ years of project management experience in residential construction
 - 10+ years in the construction industry preferred
 - Experience with custom or high-performance residential projects is an asset
 - Strong understanding of residential construction methods, sequencing, and regulations
 - Red Seal certification an asset
 - Excellent written and verbal communication skills
 - Strong organizational skills and attention to detail
 - Calm, professional approach in high-pressure or emotionally charged situations
 - Solid understanding of site safety and regulatory requirements
 - Proficient with Microsoft Office and project management software
 - Self-motivated, accountable, and solution-oriented
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Our Values

Stillwater is built on **transparency, trust, reliability, and fairness**. We value professionals who take ownership of their work, communicate clearly, and contribute to a respectful, collaborative team culture.

We are committed to creating an inclusive and diverse workplace and welcome applications from candidates of all backgrounds and experiences.

While we appreciate all applications, only shortlisted candidates will be contacted.