	<b>Director of Project Management</b>		<b>Version: 1.0</b> <b>Effective Date:</b> 9-January-2026 <b>Issue Date:</b> 9-Jan-2026 <b>1 / 4</b>
<b>Position Type:</b> Full-Time Remote	<b>Direct Supervisor:</b> Chief Operating Officer	<b>Department :</b> Operations	<b>Location:</b> Remote/Office Hybrid

## **About Us**


EKHO Infrastructure Solutions (EIS) is the corporate entity established to oversee a collective group of companies that provide vertically integrated engineered solutions to the Canadian and the U.S. construction marketplace. Boasting 40+ products manufactured across seven North American facilities, EKHO is a leading North American supplier of Noise Barriers. Our extensive experience and diversification into new market sectors and product categories is how we maintain our position and reputation as a premier employer. As our operations grow, we find even more ways to contribute to the critical infrastructure that completes our communities.

## **Position Summary**

We are seeking a self-motivated, profit driven, and customer service-based leader to join our team as a **Director of Project Management**. This position is based out of our head office in Hamilton, ON.

## **PRINCIPAL RESPONSIBILITIES:**

- Effectively manage a high volume of projects in a fast-paced environment
- Monitor and track key performance indicators for each project manager
- Ensure project managers complete projects within scope, budget and schedule requirements to Clients' satisfaction.
- Proactively work with project managers to develop and execute effective responses and contingency plans to project risks and issues.
- Ensure project managers identify and secure change orders from customers
- Enforce all technical and commercial conditions of contracts are thoroughly understood by project managers
- Monitor and control project progress, job costs, financial performance, A/R, invoicing and payments.
- Promote a culture of collaboration, continuous learning and professional development within the project management team, providing mentorship and guidance.
- Promote cordial and productive communication lines between team members and colleagues from other departments.
- Work collaboratively with other department leaders to achieve desired objectives.

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- Verify deliverables comply with design codes, project specifications and client expectations.
- Support the Sales team in reviewing contracts, subcontracts and NDAs
- Maintain all project management procedures, flow charts, work instructions and templates current.
- Monitor project management team's performance and provide individual feedback as needed in a positive, non-confrontational manner.
- Respect Environment, Health and Safety (EHS) policies without compromise

### DESIRED APPROACH TO MANAGING PROJECTS

- Be fiscally responsible for the project budget as such demonstrate a strong command and understanding of the projects financials and investigate and flag issues when they arise
- Take full responsibility for the actions of both the Canadian & US project teams and the project's performance
- Exercise influence, control, and authority to ensure timely decision making in managing issues, risks, change and project performance
- Pursue best in class quality in our project deliverables, communications, and services to both our external and internal project stakeholders
- Create an environment which is solution oriented that adapts to the project needs, where communication and transparency is encouraged

### KEY QUALIFICATIONS

- 5 – 10 years of Construction / Project Management is required
- Bachelor's degree in civil engineering or construction Management is required
- PMP certification is required
- Team player with a high level of dedication and proven experience in leading, directing and coaching a team of project managers is required
- Must have a valid driver's license with a reliable vehicle
- Must have a valid passport as some travel outside of Canada may be required
- Broad technical background and strong technical aptitude (i.e., conversant with construction

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- drawings, specifications, codes, procedures, and standards)
- Knowledge of contract law
- Construction and Precast experience is an asset.
- Strong Proficiency in Outlook, Word, Excel, Project, and Adobe. (AutoCAD is a plus)
- Proficiency in English
- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work

## PRIMARY INTERACTIONS

This position requires daily interaction with the Director of U.S. Operations General Manager, Engineering & Drafting Team, Construction Manager, Supply Chain, Finance, and Manufacturing Plants. It also includes extensive interaction with Sales, Estimating, MTO, design consultants, and outside general & subcontractors.

## BENEFITS

- Health, vision and dental, and life insurance depends on hire location
- Group RRSP matching
- Paid Vacation
- Opportunity of performance bonus
- Professional Development reimbursement plan

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## WORKING CONDITIONS

Physical Effort – **-Most of the time will be spent in the Hamilton office and/or job site visits. There is an occasional need to move or lift light articles. It is necessary to attend conventions or sales meetings where timing will be more than 8 hours per day. Occasional visits to the USA and manufacturing facilities will occur.**

## Work Environment & Physical Requirements

- Primarily office-based with travel to manufacturing sites
- Ability to visit active construction sites, including walking on uneven terrain and wearing required PPE.

## Why Join Us?

As part of the EKHO family, we offer more than just a job, it's a place to build a career. We value integrity, innovation, and inclusion, and we're committed to helping our team members grow. If you're ready to make an impact and be part of a forward-thinking infrastructure leader, we'd love to hear from you.

## Document Change History

Version	Change Detail	Reason for Change	Prepared By	Issue Date
1	Creation	Creation for Job Description	Andrew Robbins Director, P&C	23 – Dec - 2025