

James Macintosh, PMP

AREAS OF EXPERTISE

Project Planning

Project Reporting

Cost Management

Risk Management

Project Development

Staff Management

Contract Development

Contract Administration

Technical Knowledge

PERSONAL SUMMARY

I'm an operations and project manager with ten years of experience and exceptional credentials managing constraints in multi-disciplined environments. My project experience is paired alongside extensive and progressive facilities management. With a portfolio exceeding one hundred successful projects in commercial, residential, mixed-use and industrial, I am dynamic and eager to deliver.

EDUCATION

- Project Management Professional: 2015 - P.M.I
- Construction Project Management: 2013 - M.R.U.
- BOMI: Operational Excellence: 2013 - B.O.M.I
- BOMA Best: BB 100: 2013 - B.O.M.A
- Fourth Class Power Engineer: 2006 - N.A.I.T.

CAREER STATEMENT

My greatest strength is delivering complex projects within agreed constraints which is possible because I'm skilled at gaining a clear understanding of exact requirements then using effective relationships to execute tasks.

CAREER HISTORY

Victoria Cool Aid Society

2016 June – Present

Operations Manager
Victoria, British Columbia

Senior manager responsible for the effectiveness of the operations team and the delivery of all construction projects.

Responsibilities include:

- Manage a team of 5 direct reports: three operations supervisors, property management administrator, and a head chef.
- Development and integration of \$42M Capital Asset Plan.
- Responsible for all facility development projects, new and existing construction, and maintenance of existing facilities (a comprehensive construction project portfolio is available upon request).
- Manage all operational responsibilities of 15 buildings, including: mechanical, HVAC, tenant moves, construction, electrical, plumbing, and janitorial.

PERSONAL SKILLS

Solution Orientated

Detail Orientated

Problem Solving

Perseverance

Attention to Details

Confident

Flexible and Adaptable

Positive Attitude

PROFESSIONAL SKILLS

Microsoft Project

AutoCAD

Open Project

MacProject

SAP RPM

Primavera

Group-Office

MOST RECENT PROJECT EXPERIENCE

Tally Ho: Purchase and Renovation of 52-Unit Hotel (\$8M/\$1M)

Completed due diligence on hotel prior to purchase. Managed construction processes through the redesign and renovation of a 1961 motel into a safe and modern social housing residential facility.

210 Gorge Road: New Build Multi-Unit Residential Build (\$15M)

Assisted with feasibility and scope definition prior to entering a design-build contract with architect. Project required design, re-zoning, demolition, tenant displacement management, and construction of a 61-unit 6 storey residential building.

Cottage Grove: New Multi-Unit Residential Build (\$11M)

Manage design-build of 46-unit, wood frame, residential complex tailored to supportive housing. Internal manager for Cool Aid overseeing architect, builder, trades, sub-trades.

Arts Commons

2013 August – 2016 June

Lead Engineer

Calgary, Alberta

Responsible for managing the delivery of construction projects as well as providing direction and leadership to the operations team.

Responsibilities include:

- Supervise a team 7 direct reports: operators and maintenance people.
- Collaborate with Management on budget creation and consistently maintain department spending to within 3% of forecast.
- In 2015 successfully completed thirty projects by managing multiple phases of construction work concurrently for disciplines, such as: new construction, maintenance and repairs, tenant fit-ups, and landlord improvements.
- Develop organizational project documentation following PMBOK and Agile best practices, including: Charter, Stakeholder Register, Request for Quote, Feasibility Matrix, Return on Investment, Deliverables.

PROFESSIONAL AFFILIATIONS

P.M.I

C.C.D.C

A.B.S.A

L.E.E.D.

PROJECT MANAGEMENT ATTRIBUTES

*Good track record of
managing complex projects
within the commercial facility
construction industry*

*Creating effective, informed
and highly motivated teams
focused on delivery*

*Substantial experience
working with sponsors, stake
holders, and solution
providers*

*Knowledgeable in developing
and administrating resource
plans and budgets*

*High level of competence in
the use of the Microsoft
Office suite of tools, including
Microsoft Excel/Power
Point/Visio/Project*

Allied Properties R.E.I.T.

2011 January - 2013 August

Power Engineer Project Coordinator
Calgary, Alberta

- Project coordination and supervision of all contractors involved in the construction, maintenance and improvement of seventeen heritage buildings
- Assessed buildings for fire, life and safety plans. Tendered and facilitated contracts
- Facilitate compliance of internal Health & Safety Procedures/Policies, as well as BOMA best practices
- Implemented preventative maintenance contracts for portfolio

Gulf Canada Square

2010 August - 2011 January

Power Engineer (Operator)
Calgary, Alberta

- Responsible for performing mechanical maintenance all facility components: mechanical, HVAC, electrical, fire suppressions system.

All Side Property Management

April 2009 – 2010 August

Power Engineer (Operator)
Calgary, Alberta

- Implemented preventative and corrective contracts for portfolio of twelve residential condominiums
- Project coordination and supervision of all contractors involved in the construction, maintenance and improvement of twelve residential buildings

Suncor Energy

2006 April – 2009 November

Power Engineer (Operator)
Fort McMurray, Alberta

- Responsible for the operation of the Coker Plant within the Millennium gas/oil production upgrader.
- Project construction coordination