



## **JOB TITLE: PROJECT MANAGER**

**REPORTS TO:**  
Operations Manager

### **JOB SUMMARY**

A Project Manager at Intex Painting Co. leads with positivity, setting the tone for a productive and motivated team. They uphold mindfulness and attention to detail, ensuring every project reflects the highest standards of craftsmanship. Committed to innovation and continuous improvement, they foster a culture of learning and excellence. Through reliability and communication, they build trust with clients and crew, while their professionalism and craftsmanship leave a lasting impression from setup to completion. With unwavering integrity, they act with pride and accountability, inspiring those around them to do the same.

### **KEY RESPONSIBILITIES**

- **Embody Company Values:** Lead by Example
- **Project Management:** Lead the day-to-day operations of assigned painting projects, ensuring schedules are adhered to and deadlines are met.
- **Team Leadership:** Supervise, train, and motivate a team of painters, ensuring proper execution of tasks and responsibilities.
- **Quality Control:** Inspect work to ensure it meets company standards and client expectations, and address any deficiencies promptly.
- **Client Communication:** Serve as the main point of contact for clients on-site, providing updates and addressing any concerns or changes in project scope.
- **Safety Compliance:** Ensure adherence to safety regulations, conducting daily site inspections and safety briefings to mitigate risks.
- **Material and Equipment Management:** Manage and monitor inventory of materials, ensuring all tools and equipment are properly maintained and available on-site.
- **Problem Solving:** Identify and resolve any issues that arise on-site, including personnel conflicts, material shortages, and unexpected project delays.

- **Documentation:** Maintain accurate records of daily activities, materials used, and project progress. Report any changes or issues to upper management.
- **Budget Oversight:** Assist with budget management by tracking labor hours, material use, and minimizing waste.
- **Site Setup and Breakdown:** Ensure the site is properly prepared before the start of work and properly cleaned up after project completion.

## QUALIFICATIONS & REQUIREMENTS

- In-depth knowledge of painting techniques, materials, and equipment.
- Strong leadership skills, with the ability to manage and motivate a team.
- Excellent communication skills, both verbal and written.
- Strong problem-solving abilities and attention to detail.
- Familiarity with safety regulations and procedures (OSHA standards preferred).
- Ability to read blueprints and project specifications.
- Proficiency with Microsoft Ecosystem is a plus.
- Valid driver's license and reliable transportation.
- Ability to work in various weather conditions and lift up to 50 lbs.

## Company Values

- **Positivity** – Set the tone for the site; don't let the site dictate your mood.
- **Mindfulness & Attention to Detail** – Find fulfillment in delivering exceptional work through precision and care.
- **Innovation & Continuous Improvement** – Stay open to learning and growth; there is always room to be better.
- **Reliability & Communication** – Honour your commitments and communicate with clarity and honesty.
- **Professionalism & Craftsmanship** – Make a lasting impression from the moment you arrive to the moment you leave, both in appearance and execution.
- **Integrity** – Your actions define you; act with honesty and pride in everything you do.