



Committed to Leadership in Our Industry
Project Manager

What we do

At Miller Environmental Corporation, we give industrial by-products (waste) a new life through physical and chemical processing. Our focus on treatment increases the opportunity for reuse, recycling and recovery and drives our mission to provide innovative and accountable environmental management solutions that advance an environmentally sustainable world.

Miller is a 100% Canadian owned company which operates one of the largest independent waste treatment and processing facilities in Western Canada. Through research and innovation, we develop new methods to treat or repurpose waste and strive for the highest recovery rate of waste possible. We treat waste from all regions of Canada and the United States, literally demonstrating that “All roads lead back to Miller.” Join the Miller team and embark on a career that isn’t just about the culture of environmental responsibility, but is actually driving environmental stewardship every hour of every day.

What you will do

The Project Manager is responsible for planning, executing, and delivering projects safely, on time, and within budget. This role provides leadership across both office and field operations, ensuring that all project activities meet regulatory, safety, and quality standards while maintaining strong coordination between teams, subcontractors, and customers.

1. Project Planning & Initiation

- Define project scope, objectives, timelines, and deliverables
- Develop project plans, schedules, budgets, and resource requirements
- Conduct risk assessments and establish mitigation plans
- Coordinate with internal teams and clients to ensure project readiness
- Ensure all necessary permits, documentation, and approvals are in place prior to execution.

2. Project Execution & Field Coordination

- Lead both office-based planning and on-site project execution
- Coordinate labor, equipment, subcontractors, and material delivery
- Ensure work is completed according to project plans, specifications, and schedules
- Monitor site activity and adjust resources as required to maintain progress
- Resolve operational issues quickly to avoid delays

3. Site Management Oversight

- Oversee field operations through direct involvement or delegation to Foremen
- Ensure proper task allocation and efficient use of resources
- Conduct or review regular site inspections for compliance, progress, and quality
- Maintain visibility on day-to-day site performance and risks

4. Budget & Cost Management

- Manage project budgets including labor, materials, equipment, and subcontractors
- Track and report project costs and financial performance
- Identify cost risks and implement corrective actions
- Approve project-related expenditures and ensure financial controls are followed

5. Safety & Regulatory Compliance

- Ensure all project work complies with company safety standards and regulatory requirements
- Promote and enforce a strong safety culture on all job sites
- Ensure all personnel are trained and safety documentation is maintained
- Conduct or support safety meetings, observations, and audits

6. Quality Control & Standards

- Ensure all work meets required quality standards and specifications
- Implement quality checks and address deficiencies promptly
- Maintain proper documentation of inspections, issues, and corrective actions

7. Stakeholder Communication

- Act as the primary point of contact for clients, internal teams, and contractors
- Provide regular updates on project progress, risks, and milestones
- Facilitate clear communication between field and office teams
- Manage expectations and resolve conflicts professionally

8. Project Monitoring & Reporting

- Track project progress against schedule, budget, and scope
- Maintain accurate project records (financial, operational, and compliance)
- Provide structured reporting to leadership
- Identify risks early and escalate when required

9. Project Closeout & Continuous Improvement

- Ensure all deliverables are completed and accepted
- Complete project closeout documentation and reporting
- Capture lessons learned and implement improvements
- Ensure smooth handover to operations or client

10. Team Leadership

- Lead and support Project Coordinators, Foremen, and project teams
- Provide direction, coaching, and performance feedback
- Promote accountability, teamwork, and continuous improvement

What you will need

Education & Experience

- Post-secondary education in Engineering, Environmental Science, Business, or related field
- 5+ years of project management experience in industrial, environmental, or construction environments
- Strong experience managing field-based projects

Knowledge & Skills

- Strong understanding of project lifecycle management
- Knowledge of site operations, construction/industrial processes, and equipment
- Strong leadership, problem-solving, and organizational skills
- Ability to manage field teams and multiple concurrent projects
- Strong communication and stakeholder coordination skills

Other Requirements

- Valid driver's license
- Ability to travel to project sites regularly
- Ability to work extended hours based on project needs

What we will provide

Joining Miller gives you the opportunity for growth and development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture. At Miller we understand that our strength and expertise comes from our dedicated team. We invest in the growth of our knowledge base by offering our team members:

- Extended Health Care Benefits including dental care and prescription drug benefits.
- Travel Insurance coverage
- Annual Cost of Living Allowance increases
- Emphasis on career growth and advancement of employees.
- Matching Pension plan

We support you through:

- Annual vacation
 - Personal days off
 - Employee Assistance Program (EAP)
 - Safe work culture driven by employee participation.
-
- Post Secondary Education Awards (\$1000.00 annually) for dependents of employees enrolled in post-secondary education.

- Employee Referral program
- Personal Protective Equipment (PPE) Allowance program
- Extensive safety training and development

Joining Miller means that you will be working for an organization that is focused on social and environmental responsibility. We are committed to providing our employees respect, empowerment and accountability, teamwork and a healthy work environment. If you are ready to begin a rewarding career making a difference in our world, we'll help you get there.

Miller is an equal opportunity employer committed to diversity and employment equity. We thank you for your interest. Only those selected will be contacted for an interview.