Project Manager – Design Team

Who we are

First Light Energy Solutions is a boutique engineering firm on a big mission to restore the environment by decarbonizing the building sector—from large healthcare facilities, recreational facilities, and schools to commercial and residential buildings. We are a high-performance engineering team with extensive energy and mechanical retrofit experience and a reputation for transforming complex problems into elegant and practical solutions.

FirstLight is headquartered in Vancouver, BC on the traditional, ancestral, and unceded territory of the Coast Salish Peoples, including the *xʷməθkwəy̓əm* (Musqueam), *Skwxwú7mesh* (Squamish), and *Səl̓ílwətaʔ/Selilwitulh* (Tsleil-Waututh) Nations.

We're looking for a **Project Manager** to join our Design Team.

What you'll get up to

- **Project Planning, Delivery & Financial Management:** You will develop, manage, and be accountable for project scope, schedules, budgets, resource allocation, and overall delivery. You will monitor progress, negotiate timelines, resolve scheduling conflicts, and ensure projects are completed on time, within budget, and profitably.
- **Team Leadership & Development:** You will manage and oversee project teams, allocate resources effectively, resolve conflicts, and foster a culture of accountability, trust, mutual respect, and inclusion. You will mentor team members in project delivery and professional growth, align development goals with project requirements, and provide coaching to support effective collaboration.
- **Client & Stakeholder Communication:** You will act as the primary point of contact and communication hub for projects, ensuring alignment among the project team, clients, contractors, authorities having jurisdiction, and other stakeholders. You will manage client expectations, negotiate and resolve issues, maintain client satisfaction, and support repeat business.
- **Quality Assurance & Technical Oversight:** You will oversee the project quality-assurance process and hold ultimate responsibility for ensuring that all deliverables meet FirstLight's quality standards, client expectations, applicable codes, and professional requirements before issue. You will use your mechanical-systems knowledge to guide project decisions and facilitate communication on system design and performance.
- **Project Coordination, Documentation & Risk Management:** You will coordinate all project activities and communications, maintain a clear flow of information between stakeholders, and manage project documentation. You will identify and mitigate project risks, develop contingency

plans for client-driven changes or unforeseen circumstances, manage contractual compliance, and protect FirstLight's reputation for professionalism and integrity.

- **Sustainability, Innovation & Incentives:** You will integrate sustainability and net-zero objectives into project scope, schedule, and budget; secure client buy-in; and balance innovation with project constraints, practicality, and risk. You will incorporate applicable incentive-program milestones, reporting requirements, and policy opportunities into project delivery and business-case development.
- **Business Development & Continuous Improvement:** You will lead proposal development by coordinating scope, budget, schedule, and compelling proposal content with the project team. You will ensure project learnings are captured and shared across the firm, facilitate post-project reviews, support effective use of project software and tools, and contribute to a culture of innovation and technical excellence.

To be successful in this role, you'll need to have the following qualities:

- **High accountability**: You are self-driven. You follow up and follow through often without being asked. If challenges arise, you bring possible solutions to the table.
- **First-principles problem-solving:** You're energized by complex and challenging problems. You have an analytical and logical mind and can break down large problems into smaller ones. You're iterative, persistent, resourceful, yet structured in your efforts to solve them—for yourself and others.
- **Growth mindset:** Whether it's yourself or a project, you're not satisfied with "good enough". And nothing that needs improvement is just someone else's job. You love to experiment, drive improvement, and foster growth in yourself and in a team.
- **People-centered:** You're collaborative, optimistic, and demonstrate kindness and empathy in all interactions. You also lead by example. You're humble and curious, generous with your time, and meticulous with your work. You can tactfully present your opinions and welcome others to challenge them.
- **Pro-active, clear communication:** You know when communication is necessary or enhances performance and collaboration. And when you do communicate, whether orally or written, it's clear and appropriately concise. You're comfortable using multiple methods to collaborate and communicate results and insights.

It could be an even better fit if you have:

- **Engineering credentials:** A degree in Mechanical Engineering and a Professional Engineer (P.Eng.) or P.L.Eng. designation by EGBC. PSMJ bootcamp, PMP or equivalent project-management training is also an asset.
- **Experience**: You have 6+ years of relevant experience in mechanical design with a focus on HVAC and building energy retrofits.

- **Project management**: Demonstrated success managing scope, schedule, budget, resources, risk, quality, client relationships, and project financials across multiple concurrent assignments.
- **Technical experience:** Strong working knowledge of HVAC and plumbing systems, controls, design documentation, construction administration, applicable codes, and consultant coordination. Proficiency in AutoCAD, HAP, and Bluebeam is preferred.
- **Startup hustle:** You are highly motivated, proactive, comfortable with change and ambiguity. You have a humble, team-player attitude and are ready to pitch in wherever you are needed most. You thrive in a fast-paced environment and take initiative to improve processes and outcomes.

What we offer:

- Our team works 37.5 hours per week
- The salary band for this role is $93,000-$110,000, commensurate with experience and qualifications
- Extended health benefits, including dental and vision
- 3% RRSP matching
- 3 weeks paid vacation to start
- Flexible, hybrid work environment and a Home Office Setup stipend.
- Your professional membership costs will be covered, whether ASHRAE, EGBC, ASTTBC, or other industry-relevant memberships.
- The opportunity to make a meaningful impact on carbon reduction and climate resilience.

We embrace diversity and equity in a serious way. We're committed to building a team with a variety of backgrounds, skills, and views. We welcome team members and applicants of all gender identities or expressions, sexual orientations, beliefs or dis-belief, ethnicities, ages, neurodiversity, ability statuses, or any other aspects which make you who you are.

At FirstLight, we know that everyone has a unique career path, and experience comes in many forms. If you're unsure you meet the qualifications outlined above but still think this might be a great fit, please apply.

Applicants must already be eligible to work in Canada.

To apply for a job listing, send your cover letter, CV, and portfolio to jobs@firstlightenergy.ca with "APPLICATION: [Job Title]" in the subject line.