

Director of Dalton Works Dalton Company Ltd.



Position Profile and Candidate Brief

March-April 2026

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Organization Overview

The Dalton Company, founded in 1940, is a Construction Management company located in Toronto. It is a Private, Family-run, professionally managed business based on a unique principle, ***“An Alternative Approach to Building.”***

Dalton’s core competencies include, but are not limited to, construction management from assessment to delivery. They have worked on major project renovations in a timely, sustainable, cost-effective manner. They provide feasibility studies, master planning, as well as, expected completion dates and emergency responses.

Dalton is a ***building on principles*** company. They employ a combination of family and professionals working together to achieve the company’s vision while maintaining the highest standards in the industry. Ultimately, delivering quality to its customers is what sets this company apart in the Construction Industry.

The company applies an integrated approach to its business model, based on accountability and leadership; and this helps Dalton deliver on its product and promise. Their team approach is to foster a culture of trust between staff, clients and the entire project team. Trust is regarded as a tangible, core quality of their working model and principles.

According to the Principals, Dalton’s primary goal on all projects is to establish trust with their clients. To that end, the company has built into their project management process the means to cultivate, maintain, and measure trust. Their aim is to preserve the integrity of the company while meeting the client’s needs, schedule, and budget. The company works on the principle that if the client is satisfied and trust is established, then they will have a repeat customer and/or referrals.

Dalton has been responsible for leading and adapting positively to many changes within the construction industry, and continues to do so. As the company looks to the future, they want to source individuals who will uphold its vision and principles; add to its workplace culture, embrace change, bring creative, and environmentally friendly ideas to projects, so that they can continue to lead, grow and build on their vision, ***“Alternative Approach to Building”***.

For more information, visit their website at www.daltonbuild.com.

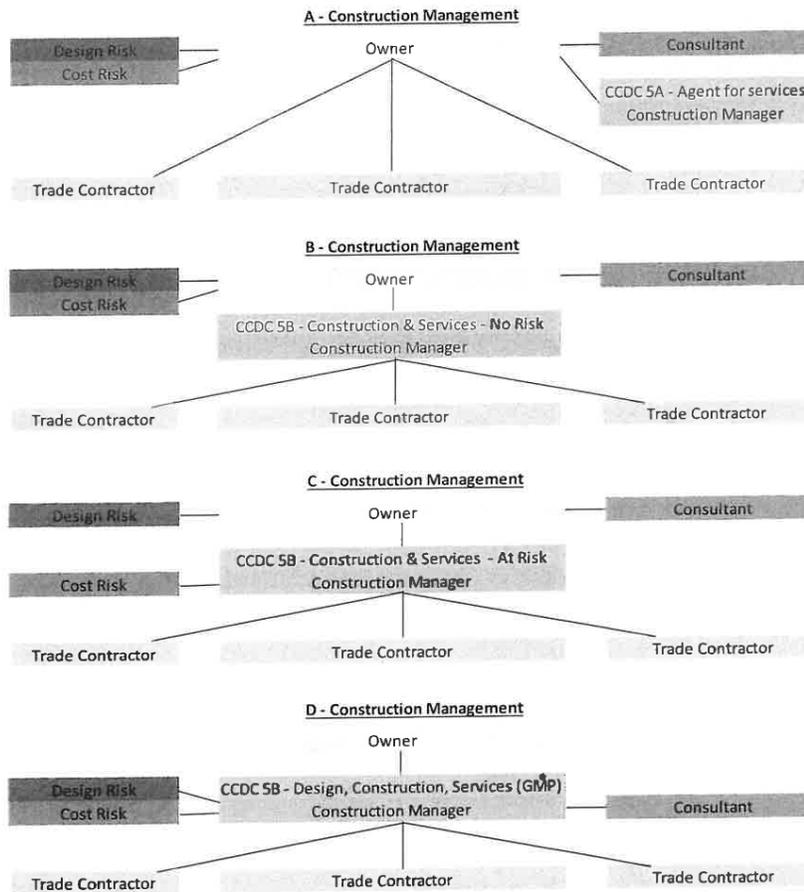
Elements of Dalton's Alternative Approach

- To start every project, Dalton establishes a comprehensive understanding of the project's parameters by using clear and honest communications, and treating everyone as true partners.
- They take the time to understand the entire project team. Together, they establish the project's "Definition of Success" and at that point they expect the team to become fully accountable.
- They continually update their clients and the Project team on the project's "Vital Signs", which is a predictive analysis they have developed that eliminates typical building "surprises".

Supporting Documents

COST MANAGEMENT BEST PRACTICES GUIDE – 2023

3) Construction Management

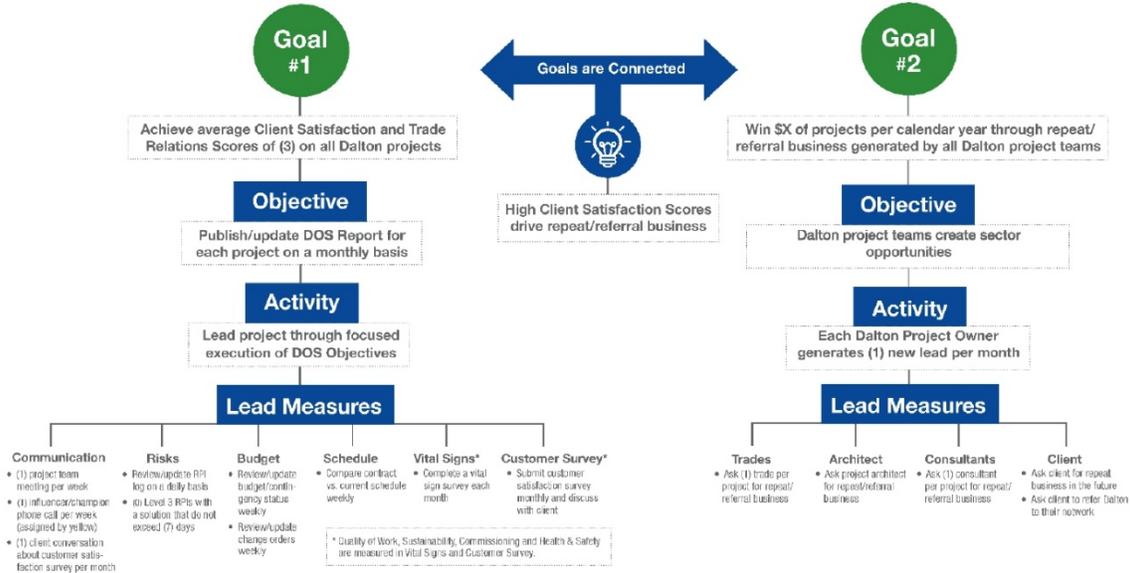


Why it's valued

Every project is different—and just because one contract and procurement route worked for one project, it might not make sense to go with the same route for the next project, even if the client is the same. The Consulting Quantity Surveyor is skilled at providing meaningful independent Procurement and Contract Advice based on their specialist knowledge of construction costs and construction contractual procedures. The Consulting Quantity Surveyor will be able to provide you with independent advice, which is always the best method of approach, rather than relying on contractors who will select what suits their interests.

Project Team Goals: All Phases

DALTON



Job Description

The Dalton Company is a high-performing construction management company that values integrity, quality, and collaboration in every project. For 85 years, we have been a building partner of choice for complex industrial, commercial, and institutional projects across the Greater Toronto Area. We pride ourselves on the strength and knowledge of our team and the breadth of the opportunities we offer for talented, driven people to succeed.

The Dalton Works Division offers professional building services, which include all the elements needed to manage Dalton's work, start to finish.

Dalton Works is a specialized group within The Dalton Company. It was established in response for demand for Dalton's expertise with smaller renovation projects. We specialize in quick turnarounds and working in occupied spaces.

While we're professional builders, we see ourselves as being in the business of delivering comfort and confidence. We're passionate about building trust with our clients and trades; remaining accountable through the duration of each project. That's what sets us apart from our competition; an openness and transparency that ensures that we meet your definition of success.

That approach is working so well, that our clients have become our number one resource for new business.

The Dalton Works Division is seeking a highly experienced Director who is responsible for business development for the division, and overall performance of Dalton Works, including:

- Strategic planning.
- Prepare an annual budget.
- Forecast against annual budget.
- Measure performance against annual budget.
- Measure performance against the working estimates.
- Liaison with clients; evaluating scope of work and negotiating prices and the supervision and coordination of all Dalton related activities.
- Meet with Clients, in a professional manner, to discuss the scope of work, budgets and schedules and execution of the work.
- Monitor, interpret and forecast work costs ensuring they are within budget utilizing the Dalton Works Business Development Matrix and management tools.
- Review all quotations, Purchase Orders, and correspondence prior to sending to Dalton Work's Client.
- Plan and coordinate overall work activities and functions including design, budget and schedule, as well as information gathering/quotation/implementation/wrap up and conclusion processes.

- Lead project meetings with internal and external parties to monitor and support the divisions' ongoing progression for the division's work.
- Assist with obtaining necessary information from engineers, designers, inspectors, municipal/provincial authorities and clients.
- Submit invoices in conjunction with accounting for billing for the division's work.
- Determine the basic scope of work and perform basic quantity takeoffs to meet the building codes.
- Read and interpret existing blueprints, drawings, sketches and photographs to determine scope of work specifications and calculate requirements.
- Translate the scope of work into a package of information for execution.
- Set up and review project files, prepare proper project documentation submittals to ensure in line with scope of work specifications.
- Build and sustain customer relations with all contractors, vendors, suppliers and sub-contractors working on the same or different projects.
- Supervise apprentices, trades and other construction workers.
- Additional tasks may be assigned as required to execute the work.

Information Gathering process

- Carry out a review of the existing conditions (architectural, structural, mechanical and electrical).
- Review the design intent with qualified trades on quoted work, logistics, phasing, schedule and constructability and provide recommendations.
- Prepare a cost estimate using the approved scope of work as the basis with value engineering options. The cost estimate would take into consideration architectural work (cutting, patching and making good), logistics, phasing and working around occupied spaces.
- Prepare a detailed project schedule with milestone dates for the completion of the work. The schedule will be coordinated with the building users to ensure minimum disruption to ongoing activities.
- Establish accounting procedures and cost controls to cover the project.
- Pre-order long delivery items.

Quotation process

- Coordinate and assemble the quotation documents for distribution to the trade contractors and suppliers. Receive competitive quotations from trade contractors and suppliers.
- Analyze quotations and recommend suppliers and trade contractors to complete the work.

Implementation process

- Oversee construction and ensure that the project is built in accordance with the quotation, enabling the project to evolve in a proper and timely manner.
- Attend start-up meeting after award of contract with the client.
- Quality control. Ensure conformity with specifications and drawings, carry out or arrange for testing, inspections and monitor compliance with the contract documents.

Wrap up and conclusion process

- Utilizing our Definition of Success approach, communicate and report on:
 - Performance – ensure that progressive review takes place in a manner to permit effective control and performance;
 - Changes – Assess changes promptly and make recommendation for approval on the proposed changes;
 - Status – Assess the status of the work at regular intervals;
 - Budget and Schedule – Monitor and update the budget and schedule on a regular basis to meet the project objectives.

The salary range is \$150,000-\$160,000 per year, and this advertisement is to fill a vacancy.

The Ideal Candidate

Knowledge:

- Dedicated to quality and service with ten years of experience in a Project Management role managing small to mid-sized projects from \$ 50,000- \$ 1 million
- Post-secondary diploma or degree in a related engineering or construction management discipline
- P.Eng and/or LEED certifications an asset
- PMP or other relevant project management certification is a plus.
- Demonstrated ability to manage and lead complex and challenging construction projects ranging from \$ 50,000- \$ 1 million, preferably within the industrial, commercial or institutional sectors.
- Strong understanding of all disciplines within construction management - Safety Compliance, Scheduling, Cost control, Quality control, etc.
- Proficient in interpreting and reviewing project drawings, specifications, permits, and blueprints.
- Thorough knowledge of the Ontario Building Code and the Ontario Health and Safety Act.
- Valid G license and ability to travel to various project sites across the GTA.

Skills:

- Effective communication and interpersonal skills with the ability to collaborate and build strong relationships with stakeholders at all levels.
- Exceptional organizational, analytical, and problem-solving skills.
- Excellent organizational, planning, and management skills, with the ability to mentor, coach, and supervise junior project managers and other members of the project team(s)
- Excellent communication and leadership skills.
- Ability to work effectively in a fast-paced, dynamic environment while balancing competing priorities.

Technology:

- Strong proficiency in MS Project and Microsoft Office suite (Excel, Word, Teams, Outlook) required
- Experience with Procore or other construction management software and tools is an asset
- Experience with Zoho CRM is an asset
- Ability to interpret completed building models and drawings using Revit software (preferred but not required)

The Timeline

I trust this Position Profile has enabled you to decide whether the position of Director at the Dalton Company Ltd. interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **April 11th, 2026 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Dalton Company Ltd. are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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