

Job Description

Job Information

Position Number: 298422/298057/297844/297780/297781/297754/297951
Job Title: Project Manager
Grade: NU06
Manager's Title: Director, Capital Renewal and Construction
Department: Facilities Management and Planning
Date: April 2021

Job Summary

Responsible to provide project management of facility construction, building upgrades, and renovation projects

Key Accountabilities

Planning and Risk Management

- Contributes to broader, annual departmental planning including identification of goals, targets, and outcomes
- Contributes to annual unit-level planning, identifies need for modifications, determines implications and options, and prepares recommendations
- Leads ongoing projects, including prioritization, resource allocation, and scheduling; seeks opportunities for improvement in program and service delivery through program evaluation and research
- Develops, monitors, and reports on performance targets and service levels
- Identifies operational risks, completes program/service reviews, and develops recommendations and action plans
- Ensures legislation, governance structures, policies and procedures are adhered to; contributes to development and alignment of internal policies and procedures
- Ensures optimization of information systems and data management processes and outcomes

Financial Management

- Develops and maintains projects budgets and completes account reconciliation and variance analysis
- Approves expenditures and arranges for payments
- Purchases goods and services following procurement policy and procedures within limits of authority including specifications, sourcing, request for quotations/tenders, evaluations, and implementation

Stakeholder Relationship

- Establishes and maintains effective communication and coordination with stakeholders, campus partners, and external partners, including consultants, contractors, vendors, local government, and regulatory agencies, to coordinate and complement facility construction, building upgrades, and renovation projects
- Participates on internal committees and working groups, provides input and advice, and undertakes research and information gathering to inform decisions

- Collaborates with other managers and professional staff to resolve issues and challenges and to deliver construction and renovation projects programs and services

Operations

- Oversees assigned facility construction, building upgrades, and renovation projects
- Contracts out projects, identifies scope and need, develops project charters, prepares estimates, determines budget and schedule, reviews and evaluates prequalification submissions, coordinate RFQ/tenders, reviews and evaluates bid submissions, undertakes project management, tracks progress and costs, provides status reports, completes documentation, and project close
- Coordinates and communicates with consultants, contractors, vendors, safety and regulatory agencies and authorities for inspections, systems defects, remediation, and compliance
- Identifies, evaluates, analyzes, reports, and resolves issues and deficiencies in concert with campus partners
- Adheres to project management framework methodology and utilizes construction services project management information systems

Job Requirements

Core Knowledge, Education and Experience

- Knowledge of operational management and leadership concepts practices including program/service delivery models, policy development, planning, budgeting, and performance measurement management
- Knowledge of construction, building upgrades, and renovation project management, program design, delivery, assessment, and evaluation methodologies, processes, and practices
- Knowledge of relevant governing legislation, collective agreements, policies and procedures
- Knowledge of office as well as the broader university academic units, departments, and divisions
- Knowledge of office productivity software and databases, internet browsers and search engines, discipline-specific software, enterprise software, and technology devices

Education

- Completion of bachelor's degree in architecture, engineering, or project management

Experience

- Minimum of seven years of previous project management of facility construction, building upgrades, and renovation projects experience including five years of supervision and leadership experience

Communication and Stakeholder Management

- Builds, maintains, and interacts across a range of internal and external stakeholders with focus on provision of program, process, service, and operational advice, direction, and problem resolution
- Consults with relevant stakeholders, understands content and context, provides advice and guidance related to program and services
- Resolves escalated issues and complaints with campus community, contractors, and vendors

- Uses change management skills and emotional intelligence to resolve challenging interpersonal dynamics
- Fields and responds to challenging interactions with a range of stakeholders such as contractors understanding policy and procedure and the perspective and position of management
- Develops plans and reports and conveys information for information sharing and recommendations for decision making

Problem Solving and Decision Making

- In collaboration with others, leads the development and delivery of programs and services to support facility construction, building upgrades, and renovation projects services
- Acts autonomously and with independence to make day-to-day operational decisions, operating within the context of policy, and accepted professional standards
- Develops solutions to address program and service needs and challenges requiring integrative thinking

Impact

- Impacts the health and safety of campus community and campus visitors
- Impacts efficiency and effectiveness of development and delivery of programs and services
- Contributes to financial stewardship through account and budget monitoring, forecasting, projections, and reporting
- Manages potential liability and risk for the university in relation to health and safety

Leadership and Development of Others

- Familiarizes new employees with tasks, duties, practices, and processes
- Acts as subject matter expert and provides advice in guidance for decision making

Physical, Visual, Auditory, and Concentration Demands

- On-going requirements for computer-based work and attendance at meetings

Working Environment

- Works in office and across campus
- Works in construction environment

Manager's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____