

Job Description



Job Title:	Senior Director Planning, Design & Construction
Department:	Facilities / Plant Operations
Reports To:	Executive Director, Plant Operations
Jobs Reporting:	Associate Director, Project Development Manager Mechanical Engineering Manager Electrical Engineering Associate Director, Project Management Project Manager, University of Waterloo Housing
Salary Grade:	USG 17
Effective Date:	October 2022

Primary Purpose

Reporting to the Executive Director, Facilities, the Sr. Director, Planning, Design and Construction (PDC) leads a multi-faceted team of highly trained and skilled professionals responsible for the planning & development of capital projects, all stages of design, implementation, and client handover. The responsibilities include adherence to broader public sector procurement directives, University of Waterloo procurement policies, large contract management, UW governance reporting, and Construction Act compliance.

University of Waterloo infrastructure comprises over eight million square feet, eighty major academic buildings, and three satellite campuses supporting state of the art teaching and ground-breaking research.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Strategic Planning

- Assists with strategic UW wide planning efforts to ensure that the University is maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure that is consistent with the University's Campus Master Plan and long-term sustainability goals.
- Supports the ED, in the development of processes to improve customer service of the PDC team and to better align project support with UW enterprise goals.
- Supports the ED, Facilities and UW Space Office in the development and implementation of Project Development Process to improve flow of approvals at senior level and communication throughout the life of the project.

Operations Management

- Oversees and supports project management of a large number of projects (400+ annually) of varied complexities & sizes (\$5000-\$100M+) through all phases from predesign, schematic design, design

development, construction documentation, permit application, tendering, contract award & negotiation, construction administration, commissioning, to handover & occupancy.

- Ensures that engagement of external consultants and contractors follows all UW policies and BPSD requirements.
- Oversees and supports assigned staff to ensure that consultant and contractor performance aligns with negotiated contracts, and work completion is on time & within budget.
- Ensures that project development includes critical review of requests, coordinating with UW Space Office and known specifics of affected space.
- Supports UW Accessibility to ensure that Universal Design and WELL principles are incorporated at the onset of planning to create accessible, inclusive, and welcoming campus environment.
- Ensures that project within assigned portfolio comply with all relevant legislation, regulations, codes, standards, policies, and procedures.
- Oversee the development and periodic review of departmental specifications, UW construction standards, and Plant Ops work processes to ensure the support of long-term vision for UW infrastructure.
- Represents the University in project planning meetings at the onset of all large, sensitive, and impactful projects to ensure the intersection of client needs and UW requirements clearly understood and accounted for in the project charter.
- As a licensed professional, provides professional design consultation services on the University's behalf, coordinating services among internal staff and external consultants, as appropriate, and prepares and seals and/ or signs, as applicable: a) documents and drawings within scope of practice for construction, alterations and repairs; b) building permit applications; c) compliance letters to respective municipal building code authority signifying general conformity of construction, alterations and repairs with documents and drawings within scope of practice; and d) occupancy drawings for liquor license application purposes.
- Ensures that processes are followed and construction, alteration, and repair progress with attention to user needs, adherence to signed contracts, design quality, safety provisions, and environmental requirements.
- Provides leadership and training to staff to ensure that all projects are implemented with clear vision & Project Charters to ensure that each project addresses "client vision" and aligns with UW institutional goals.

Finance

- Directs AD, Project Development to ensure that project charters are accurate and estimates appropriate for UW capital construction projects.
- Reports on various UW governance committees on project progress including cost estimates and timelines (some large capital project exceed \$100M).
- Leads the development of various process improvement initiatives to measure project progress and improve client service excellence (value of small projects managed by the team usually exceeds \$20M annually).
- Ensures that processes are in place to facilitate accurate tracking and account coding for all project related documentation.
- Develops and administers departmental budget to ensure efficient operation within allocated resources.
- Recommends to the Executive Director changes to staffing levels required to support changing campus needs.

Job Description



HR

- Responsible for providing leadership, support, high level of HR/LR guidance, and professional development to professional, technical, and administrative staff.
- Conducts Annual Performance Plans with direct reports and ensures adherence to Annual Performance Planning and Review process within the department.
- Fosters responsiveness, collegiality, continuous improvement, and high level of customer service throughout the entire Facilities/Plant Operations group.
- Develops and monitors metrics to ensure the organization is operating efficiently and effectively, servicing client needs within budget.
- Ensures that departmental organization and staffing levels can efficiently support University goals, and vision.
- Develops and continually strives to enhance safety culture within the department.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary education in architecture, engineering or related field or equivalent combination of education and experience.
- A licensed professional architect or licensed professional engineer registered with their respective Ontario regulatory body, Ontario Association of Architects (OAA) or Professional Engineers Ontario (PEO).

Experience

- Minimum of ten years of progressive experience as a licensed engineer or architect.
- Minimum of five years working in a senior leadership role managing several parallel teams designing, planning and construction of buildings and facilities together with proven project management expertise within a major institutional sector(s), such as education, post-secondary education, medical/ hospital or consulting service industry, in Canada.
- Proven experience in managing large complex construction projects including all procurement and contractual aspects.

Knowledge/Skills/Abilities

- Strong leadership skills, innovation and independent thinking is critical
- Exemplary organizational skills, attention to detail is essential
- Strong analytical and problem-solving skills is essential
- Proven ability to effectively manage multiple priorities is essential
- Excellent communication skills with a deep commitment to customer service is essential
- Excellent interpersonal skills and ability to build relationships at all levels of the organization, including issue resolution and consensus development among groups of diverse stakeholders
- Ability to exercise prudent judgement and high level of confidentiality is essential
- Ability to gain and maintain confidence of and work with all levels of management in the organization

- Significant business acumen, including knowledge and experience in contract administration and contract management
- Comprehensive technical knowledge and application of building, fire, safety, accessibility and related legislation, including regulations, codes and standards, architectural, engineering and construction industry best practices, including building materials, electrical, mechanical and structural systems, space planning and furnishings, site planning, and construction law.
- Clear understanding of the Construction Act and liabilities and responsibilities of project owners, constructors, architectural/ engineering consultants and construction industries.
- Proven ability to effectively manage multiple priorities and exercise independent, prudent judgement.
- Strong project management and cost estimating skills.
- Deep understanding of the Construction Act and Canadian Construction Documents Committee form contracts and guidelines.
- Deep understanding of Ontario Health and Safety requirements and prevention strategies, actively ensuring safe operations as a top priority on the project site.
- Thorough understanding of Workplace Hazardous Materials Information System (WHMIS), Ontario Health & Safety Act, and Tarion New Home Warranty Program standards and processes.
- Proficient in the development of design and operational specifications, standards, work practices and procedures.

Nature and Scope

- **Contacts:** Communicates with senior leadership, colleagues, and CUPE employees within the Plant Operations to influence, motivate and promote the vision of the department and UW as a whole. Provides operational leadership, strategic advice, and counsel to senior leadership committees. Externally, the Director communicates regularly with faculty & staff as well as industry partners to advance the aspirations of the University, to support daily operation, and to address critical communication in case of facilities related emergencies.
- **Level of Responsibility:** Responsible and accountable for all aspects of the role as outlined above with particular emphasis on operations, risk management, infrastructure, and strategic initiatives.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, and staffing resources to ensure safe and efficient implementation of construction and renovation projects within assigned portfolio.
- **Physical and Sensory Demands:** Demands typical of a senior position operating within an office environment with occasional site visits to trade shops, construction areas, mechanical rooms, and the Central Plant
- **Working Environment:** Position has ongoing deadline pressure with rapidly evolving priorities that may compete with each other; an unpredictable workload; continuous interruptions by others on an ongoing basis; and exposure to emotionally charged situations