

Job Description

Job Title:	Project Manager
Department:	Plant Operations
Reports To:	Director, Design & Construction Services
Jobs Reporting:	None
Salary Grade:	USG 9-12
Effective Date:	March 2021

Primary Purpose

Reporting to the Director of Design and Construction Services – Plant Operations, the Project Manager is responsible for the management of design and construction project delivery and facility renewal including budgeting, scheduling, design coordination, contract management and commissioning. The incumbent will manage multiple design and construction projects, from programming and design through construction and close out.

University of Waterloo infrastructure comprises over eight million square feet of space powered by a large 1st Class Central Power plant feeding a sophisticated district energy system connecting over eighty major academic buildings supporting state of the art teaching and ground-breaking research.

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

Key Accountabilities

Operations, Planning and Management

- Member of a multi-disciplinary team providing oversight and coordination of projects. Employs project management best practices and methods to ensure work is planned and executed to meet applicable University standards, quality, code, regulatory and stakeholder requirements
- Assists in developing budgets and project plans based on available financial resources and priorities
- Prepares comprehensive schedules and identifies/manages critical path milestones (CPM)
- Develops plans to implement and review CPM processes and practices on a regular basis for continuous quality improvement
- Provides strategic advice and guidance to the Office of Research during pre-planning phase for Canadian Foundation for Innovation (CFI), John Evans Leaders Fund (JELF) funding applications, and manages projects with successful grant applications
- Coordinates a technical team of both internal designers, and external consultants in the project and scope definition, design, planning, procurement, contract management and commissioning of construction projects
- Familiar with all industry standard forms of contract/agreement for consultant and construction contracts: Ontario Architects Association (OAA), Canadian Construction Documents Committee, (CCDC), Association of Consulting Engineering Companies | Canada (ACEC)

Job Description



- Provides technical oversight and general review to ensure compliance with project requirements
- Communicates with assigned stakeholders the project status including financial tracking, scheduling and performance
- Supports development of cost estimating best practices and unit price database within the Plant Operations department
- Conducts research on industry trends and equipment
- Manages and maintains official project records to include budgets, schedules, submittals, specifications, operating & maintenance (O&M) manuals, drawings, and photos
- Supports the continuous improvement of, and adherence to campus standards for design, equipment, furnishings, space usage, etc. Coordinates with Plant Operations to update and/or define Guidelines for Design and Construction as required
- Represents Plant Operations in communications with stakeholders throughout all phases of projects
- Creates and fosters relationships with the campus community and local community partners
- Works with University Procurement and Contract Services, Plant Operations, and stakeholders to follow procurement requirements for selection of suppliers, consultants and contractors

Strategic Planning

- Assists with and supports Plant Operation's strategic planning and optimization for deferred maintenance/capital renewal and new capital investment efforts, addressing stewardship responsibilities and sustainability of the University's facilities and associated infrastructure
- Participates in the Project Management process improvement initiatives within the department

Health & Safety

In consideration of the University's commitment to the safety and well-being of all faculty, support staff, students, and visitors, ensures design of University facilities and departmental activities are compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety

- Actively participates in health and safety and incident prevention by establishing, adhering to and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system (HSEMS), and in accordance with relevant health and safety legislation, developing and enhancing a safety culture among support staff
- Supports management of contractor safety performance and compliance with established department and industry standards
- Coordinates with University Safety Office to ensure procedures and protocols are adhered to with respect to Designated Substances
- Ensures compliance with applicable acts and standards within assigned area and projects (Environmental Protection Act, Fire Protection and Prevention Act, Occupational Health and Safety Act, Construction Act)

**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*

Job Description



responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Bachelor's Degree in Architecture or Engineering (B.Arch or BSc) or an Architectural Technologist Diploma• Professional license or designation corresponding to the education obtained (OAA, P.Eng or C.E.T)• Project Management Professional (PMP) designation is an asset
<p>Experience</p> <ul style="list-style-type: none">• Minimum four (4) years demonstrated experience managing multiple complex construction projects within a major building sector, such as post-secondary institution, hospital, commercial, mixed-use/multi-unit residential• Consulting industry experience in an architectural or engineering office considered an asset
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Knowledge of the theory, principles and practices related to building design, construction, architectural and engineering principles• Up to date knowledge of applicable Building Codes, Accessibility for Ontarians with Disability Act (AODA), Sustainability best practices, Construction Act, Municipal by-laws and other relevant Standards, Acts and Regulations• Excellent organizational and time management skills• Knowledge of and demonstrated core competencies including customer service, communication, team work, initiative/self-management, accountability, and adaptability• Proven project and contract management skills and ability to effectively monitor contractors, consultants, evaluate work in progress and identify/resolve deficiencies• Communication and negotiation skills to effectively interact with University staff, consultants, contractors, external agencies and stakeholders• Ability to manage and coordinate multiple projects with varying resources and conflicting/competing timelines• Ability to produce status reports, prepare presentations, and communicate clearly both verbally and in writing• Computer literacy utilizing MS Office software applications• Demonstrated working knowledge of AutoCAD and project management software (i.e. MS Project, Primavera)

Nature and Scope

- **Contacts:** This position comes in contact with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all of these people. This requires excellent personal and communication skills.
- **Level of Responsibility:** Accountable to Director level leadership for successful implementation and completion of projects.
- **Decision Making Authority:** Decisions made with guidance from senior staff.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment.

Job Description



-
- **Working Environment:** Team environment in an office-based setting, involving collaboration with all business and operating units within the department and across the University. Project site visits to main and satellite campuses as required wearing personal protective equipment. Regular working hours, with some evening/weekend work required.