Job Description

Job Title: Project Manager
Department: Plant Operations
Reports To: Director, Design & Construction Services
Jobs Reporting: N/A
Salary Grade: USG 12
Effective Date: February 1, 2018

Primary Purpose
Reporting to the Director of Design and Construction – Plant Operations, the Project Manager is responsible for the management of a comprehensive capital planning and renewal program including budgeting, scheduling, design coordination, implementation and commissioning. The ideal candidate will manage multiple design and construction projects, from programming and design through construction and close out, ranging in size from $20,000 to $35M.

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 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 Planning Committee for Housing, reporting to the Steering Committee

Operations, Planning and Management
- The successful candidate will become an accountable member of a multi-disciplinary team providing oversight and coordination of projects. The incumbent will employ 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 and prioritizing a multi-year capital plan responding to facility needs based on various inputs including but not limited to strategic and business plans, facility condition assessments (FCA), deferred maintenance needs, energy management and sustainability goals/mandates
- Assists in developing capital budgets and project plans based on available financial resources and priorities
- Prepares comprehensive master schedules and identifies/manages critical path milestones (CPM).
- Develops plan to implement and review CPM processes and practices on a regular basis for continuous quality improvement
- Supervises a technical team of both internal designers, and external consultants in the project and scope definition, design, planning, procurement, contract management and commissioning of all construction projects
- 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
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- Performs and advises on risk assessment relative to project scope and complexity.
- Conducts research on industry trends and equipment
- Manages and maintains official project records to include budgets, schedules, submittals, specifications, operations/maintenance 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 all 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.
- Works with Director – Design and Construction to develop project management best practices within the Plant Operations department

Required Qualifications

Education
- Bachelor’s Degree in Architecture or Engineering (BSc or B.Arch) or an Engineering Technologist Diploma
- Possession of the relevant professional licence or designation corresponding to the education obtained (OAA, P.Eng or C.E.T)
- A degree and/or background and experience in mechanical or electrical engineering is preferred
- Project Management Professional (PMP) designation is an asset

Experience
- Minimum ten (10) years of building construction industry experience within a major institutional sector(s), such as post-secondary education, medical/hospital, commercial, multi-unit residential or consulting service industry required
- Candidates must have a minimum of seven (7) years experience managing multiple complex projects within the building construction industry, and the ability to work fluently with spreadsheet, database, and CADD software

Knowledge/Skills/Abilities
- Knowledge of the theory, principles and practices related to building design, construction, architectural and engineering principles
- Up to date knowledge of applicable Building Codes, AODA, Sustainability best practices, Construction Lien 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
- Management competencies including results/achievement focus, human resources management, leadership, financial management, business planning, decision making, and professionalism
- 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
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- Ability to produce status reports, prepare presentations, and communicate clearly both verbally and in writing
- Ability to work outside regular business hours, as required
- Computer literacy utilizing MS Office software applications and knowledge of construction control software such as AutoCAD, MS Project and VFA

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