



## POSITION DESCRIPTION

Position Title: Project Manager

Division:

Capital Projects

Classification: Excluded – Grade 9A

Supervisor's Title:

Director, Capital Projects

### POSITION SUMMARY

Reporting to the Director, Capital Projects, the Project Manager will assist in advancing capital projects and initiatives for the college. The incumbent will work closely with the Director, Capital projects to define organizational requirements for new and expanded College facilities; develop and manage resulting capital construction projects from the conceptual stage through planning, approval, design, construction, and occupancy to meet customer requirements.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

Work closely with the Director, Capital Projects to:

#### Defines Customer Requirements

- During the architectural programming stage, meets with customers and stakeholders to develop conceptual plans and scope project detail.

#### Selects Designers and Consultants

- Determines the need for and leads the process for the selection of other resources including designers and consultants as required.

#### Coordinates the Project Approval Process

- Prepares project estimates and approval packages for the Director, for submission to senior management, the Board of Governors and Provincial Government authorities as necessary to facilitate fiscal decision-making.
- Prepares requests for proposals and tenders for consulting and construction services as required.
- Co-chairs the selection team for the review of proposals and tenders for consulting and construction services.

#### Manages Projects

- Acts as the primary contact with contractors and consultants, directly retained by the College or with project management personnel from provincial government departments where a college asset is being delivered on behalf of the college by the provincial government.
- Coordinating all parties involved in the planning, design and construction process;
- Preparation of tendering documents (drawings and specifications); project estimating and budgeting; cost controls and accounting; risk assessment and management; scheduling; monitoring and reporting on all phases of planning and construction and maintenance of project records and files; monitoring progress against schedule; issuing change orders; monitoring work quality control and adherence to drawings and specifications through periodic site visits; reviewing and approving all payment certificates; resolving claims and disputes; obtaining final reports and completion certificates; obtaining operational procedures and ensuring commissioning is carried out successfully.

## RESPONSIBILITIES AND ACCOUNTABILITIES

- Meet with Owners and Architects in a professional manner, with the ability to communicate effectively both the concerns and best interests of Assiniboine.
- Process changes received from the Architect including contacting the subcontractor for pricing, checking subcontractor quotations to ensure that they are complete and reasonable, and itemizing changes and presenting them to the Architect with confidence that the pricing is in accordance with the changes.

### Strategic Planning for Campus Expansion

- In the absence of the Director, represent the college on strategic planning teams with the provincial government and with respect to existing or planned college program space on or within property owned by the government.

### Sustainable Construction Practices

- Represents the college as a L.E.E.D. (Leadership in Energy and Environmental Design) specialist with respect to the building of new college facilities that, by definition, must comply with the province's Green Building Policy.

### Secondary:

- Minimizes our exposure and risk on project.
- Assures project legal documents are completed and signed.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.
- Solicits pricing through tendering or negotiation for capital equipment and/or services not included within the scope of the construction contract.
- Assists in the development of new standards of practice for Project Management in the College system.
- Contributes to the public relations and marketing aspects of project delivery including site signage, progress reports, communications and the scheduling of grand opening events.
- Contributes to operations and maintenance aspects of the Campus Services realm through the ad hoc exchange of ideas or periodic meetings.

## KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised     None

Staff Positions Indirectly Supervised     None

- This is an excluded staff role, reporting to the Director, Capital Projects who provides general working guidelines and expected deliverables for the incumbent.
- The incumbent interacts at a senior level within the college structure (Chair, Dean and VP levels) as well as a senior level with government contacts (Facility Manager, District Property Manager, Project Manager and Director levels) in departments delivering services to the college.
- Although the incumbent has no direct reports, they must achieve objectives expected of the position through guiding, advising and influencing others.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

- Strong knowledge of facilities planning and construction management processes and procedures.
- Thorough knowledge of estimating, budgeting and scheduling practices.
- Expert knowledge of:
  - current status of costs of new construction, escalation factors and market trends.
  - building codes and standards of practice.
  - laws governing construction contracts and contracting.
  - construction materials and methods.
  - sustainable practices in construction, including L.E.E.D and Green Build policies.
  - supervisory practises and principles.
- Proficient in reading and interpreting plans and specifications and the ability to relate them to construction progress.
- Superior communication and interpersonal (tact, diplomacy, influence etc.) skills essential.
- Ability to bring project to successful completion through political sensitivity.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Persuasive, encouraging, and motivating.

**Minimum Qualifications**

A Bachelor’s Degree in Architecture, Civil or Structural Engineering or related field including certification as a Project Management Professional is highly desired, accompanied with 3 years of planning and construction experience; OR 5 years of progressively responsible construction experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. A Project Management Professional credential would be an asset.

**OTHER COMMENTS**

The successful candidate will be required to pursue L.E.E.D. certification as an early priority in his/her new role. An asset for applicants would be experience interacting at senior bureaucratic levels where politics come to play. Applicants will need to understand that the demands on this role can become intense during planning and approval periods as well as during commercial negotiations. Hours of work outside the norm as well as maintaining contact during “off hours” is often expected of the position by consultants and contractors.

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Employee’s Signature

\_\_\_\_\_  
Date

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Supervisor’s Signature

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Date