



POSITION DESCRIPTION

Position Title: Construction Project Manager

Division: Campus Development

Classification: Excluded

Supervisor's Title: Director, Campus Development

POSITION SUMMARY

Reporting to the Director of Campus Development, the Construction Project Manager will assist in advancing capital projects and initiatives for the college. The incumbent will work closely with the Director to define organizational requirements for new and expanded college facilities; developing and managing resulting capital construction projects from the conceptual stage through planning, approval, design, construction and occupancy to meet customer requirements.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Engage with Assiniboine College's schools and departments to help guide and develop general project requirements for Basis of Design.
- Provide estimates of anticipated construction costs and help prepare required documentation for administration and Board of Governors to secure funding approvals.
- Work with college's purchasing department to prepare and issue tender packages to procure design services.
- Act as primary contact with consultants to ensure that designs are consistent with the needs of proposed programs and will not exceed pre-prescribed construction budgets, while effectively communicating both the concerns and best interests of the college in a professional manner.
- Develop and issue tenders for construction services with the college's purchasing department, review and evaluate bids, and award purchase orders/contracts to successful general contractors, trade contractors and other vendors/suppliers as needed.
- Apply for and obtain all required development/building permits and secure permission from authority having jurisdiction to proceed with construction.
- Maintain and keep current project records including requests for information and responses, post-tender requests for quotation, contract and change orders, review and approvals of submittals, review and approvals of shop drawings, design revisions and other miscellaneous information as required.
- Monitor and maintain project budget, project schedule and cost reporting during construction and act as primary contact with consultants and contractors to identify, recommend, develop, implement and support cost-effective project delivery.
- Act on behalf of college to review and approve invoices for work in progress, resolve claims and disputes as they arise, issue payment certificates and hold/release regulatory holdbacks as required.
- Read, interpret and understand project construction drawings and specifications, shop drawings, contracts, other related construction documents; and identify, address and resolve issues and problems before they occur.
- Regularly perform site inspections of work in progress to ensure compliance with project contract documents, identify any deficiencies and have deficiencies corrected by the appropriate agent.
- Facilitate/attend regular site progress and coordination meetings with design and construction representatives to address any construction coordination issues, communicate changes, monitor and

evaluate planned vs. performed productivity rates, develop recovery plans as needed, and monitor and adjust the project schedule as required.

- Assist in completing close out requirements for projects including final commissioning reports, operations and maintenance manuals, final inspections and obtaining certificates, clearances, and processing final invoices and any other outstanding charges.
- Support the college's Safety & Health Officer to ensure compliance with safety standards set forth by internal practice, the Province of Manitoba Workplace Safety & Health legislation, and contractors' independent policies and procedures.

OTHER RESPONSIBILITIES AND ACCOUNTABILITIES

- Ability to adjust to a rapidly-changing work environment and manage multiple priorities simultaneously.
- Comfortable handling pressure and challenges both on project sites and in administrative environments.
- Sense of urgency and strong commitment to achieving goals with an ability to work in a rapidly evolving, fast-paced, sometimes unpredictable, environment.
- Ability to communicate in a diplomatic and respectful manner to foster and maintain effective relationships with stakeholders, consultants, contractors and trade workers.
- Foster and maintain positive relationships with clients, consultants, trade contractors and suppliers.
- Work collaboratively in a team environment with a positive attitude to foster good working relationships.
- Anticipate actual and potential risks assumed by Assiniboine College related to projects and take all necessary precautions to nullify or mitigate exposure and risk.
- Communicate difficult and/or sensitive information tactfully and maintain confidentiality.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0

Staff Positions Indirectly Supervised 0

The incumbent may work with the following:

- This is an excluded staff role, reporting to the Director of Campus Development who provides general working guidelines and expected deliverables for the incumbent.
- The incumbent interacts with various schools and departments within the college as well as external agencies.
- 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

QUALIFICATIONS

- Post-secondary degree or diploma in a construction-related discipline (i.e. engineering, architecture, Red Seal construction trade, etc.).
- 5+ years of practical experience in the capacity of project manager in the industrial, commercial and/or institutional sector with a general contractor.
- Experience working on commercial and/or institutional projects from inception to completion and comprehensive knowledge of building construction.
- Superior written and verbal communication skills.
- Proficiency in the use of Microsoft Office including Outlook, Excel, Word and Teams. Experience using other standard construction industry software would be considered an asset (i.e. Procore, Revit, AutoCAD, MS Project, etc.).

- Strong personal organizational and time management skills to prioritize workload to meet prescribed deadlines.
- Strong analytical, critical thinking, troubleshooting, problem-solving skills, and a high degree of accuracy and attention to detail.
- Self-motivated with strong willingness and ability to learn and adapt.

Employee's Signature

Date

Supervisor's Signature

Date