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| Classification | Administrator |
| Original Date: | 6 June 2018 |
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| Pay Group: | 10 |

JOB DESCRIPTION – PROJECT MANAGER, FACILITIES

NATURE AND SCOPE OF WORK

With general guidance from the Director, Facilities Services, and the Facilities Project Management Office, the Project Manager is responsible for ensuring a high caliber of project management is provided within the Facilities Services team. Included is the responsibility for the formal coordination, implementation, execution, reporting and completion of Facilities Services related projects ensuring consistency and compliance with University strategy, policy, departmental goals and commitments. This position is responsible to ensure successful project management for all Facilities Services projects and determines in consultation with the Director, and others as required, as to who will be the project lead for each project.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supports the development of Project Management processes and procedures for Facilities Services in alignment with other such processes and procedures at the University
- Responsible for Project Management leadership while providing support and monitoring change management for all projects and taking the lead on complex and high-risk projects.
- Works with the Facilities team as a Project Management expert on an ongoing basis to refine and improve project management processes in the department.
- Develops risk assessment for projects determining strategies in liaison with others to ensure least disruption from the project while ensuring risks are within the risk tolerance of the University.
- Develops project scope, leads project teams and accomplishes project steps within set time frames while managing the work of consultants and utilizing strategies to prevent project creep.
- Manages planning, budgeting, design, consultant and contractor selection, pre-construction, bidding, construction management, quality assurance, closeout and project turnover for operations and maintenance.
- Monitors and evaluates activities on assigned projects by tracking progress, managing project documentation (including plans, specifications, RFIs, schedules, submittals, budgets, reviewing change orders, progress payment requests), preparing status reports and project close out reports, and ensuring no lien hold backs prior to release of hold back funds.
- Determine resource requirements and impacts of proposed projects on the University including additional resource requirements such as space, personnel or processes.
- Plan and execute major high-risk construction and renovation projects across the campus in collaboration with all stakeholders; establish and maintain an effective working relationship



with contractors, architects, and other consultants performing construction and major building system renewal.

- Ensure project records and documentation are prepared, complete and retrievable for future reference.
- Manage multiple contractors and vendors, including the solicitation and review of proposals. Write RFQ's and RFP's in partnership with Purchasing. Participate in the selection of consultants and contractors while ensuring adherence to contract procurement processes.
- Collaborate with Facilities personnel and contractors for commissioning, calibration, identification of ongoing maintenance requirements, turnover training, documentation and other project closing activities to ensure a smooth transition for the project to become operationalized.
- Review architectural and engineering plans prepared by consultants for work to be performed.
- Manage the document administration of as-built drawings and specifications for building, renovations and systems.
- Provide consistent, timely and reliable communication between all project stakeholders including clients, professional service providers, University personnel, the Ministry and contractors to ensure that the projects are thoroughly documented and understood.
- Continuously seek to stay current and emerging areas in the field by monitoring relevant publications, attending seminars and training sessions, maintaining professional certification, and participating in conferences and professional organizations.
- Provides leadership to supervisors and staff by creating a common vision for the department through an open and facilitative approach.
- Assume other related duties as assigned by the Director, Facilities Services or the Facilities Project Management Office.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Familiar with the role, responsibilities, and procedures of a Project Management Office.
- Demonstrated knowledge of project management including the ability to plan, organize, and carry out all tasks and responsibilities according to deadlines and departmental schedules.
- Thorough knowledge of project scheduling and coordination; ability to develop, implement, and maintain detailed schedules.
- Ability to develop project plans, lead project teams, accomplish project steps within set time frames, and manage the work of consultants.
- Thorough knowledge of current building technology for architectural, mechanical, electrical, and structural disciplines.
- Thorough knowledge of materials and methods used in building construction.



- Considerable knowledge of contracting practices and sub trade management.
- Demonstrated knowledge and understanding of CCDC (Canadian Construction Documents Committee) contracts including Article of Agreement, Condition of Contract and Supplementary/Special Conditions.
- Ability to recognize errors, deficiencies, and faulty workmanship of designers and contractors.
- Ability to effectively use technology, including the Microsoft Office Suite, especially Word and Excel.
- Considerable knowledge of construction and maintenance trades, WorkSafe BC regulations, municipal bylaws, fire and building codes.
- Demonstrated ability to apply project management methodologies to prepare contract documents, specifications, schedules, and cost estimates and to manage projects and contracts.
- Proven communication skills dealing with diverse stakeholders and ability to express views, ideas, and facts effectively both orally and in writing including preparing detailed and succinct reports.
- Ability to establish and maintain effective working relationships with senior management, faculty, staff, students, government agencies, accreditation bodies, and members of the public.
- Ability to work under pressure and to meet deadlines and organizational requirements effectively.
- Proven management and administrative skills.
- Strategic thinker with demonstrable ability to grasp and analyze complex problems and develop innovative and practical solutions which are effective.

REQUIRED LEADERSHIP COMPETENCIES

1. Job Knowledge

Possesses functional and technical knowledge as well as demonstrates understanding of job assignment. Performs key responsibilities and understands how to effectively utilize key resources and technology for all aspects of the job.

2. Service Focus

Values the importance of delivering high quality, innovative service to internal and external customers (colleagues, students, families, visitors, etc.). Understands the needs of the customer and follows up to ensure satisfaction. Able to prioritize and set work activities accordingly. Uses relevant skills to achieve goals and finds innovative solutions to achieve the “extra mile”.

3. Result Oriented

Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.



4. Initiating Action/Taking Initiative

Readily takes action consistent with departmental or University objectives. Volunteers readily and takes independent actions when appropriate. Leads by example and is a good role model for others to follow. Suggests methods and procedures to improve departmental operations.

5. Leadership and Supervisory Abilities

Attracts and selects the best talent. Coaches and inspires people. Sets expectations, recognizes achievements and proactively manages conflict. Delegates and consistently guides the team towards the outlined goals. Clearly defines responsibilities and authority limits of subordinates. Recognizes individual capabilities and assigns work accordingly.

6. Problem Solving and Decision Making

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges. Makes clear, consistent and transparent decisions. Acts with integrity in all decision-making, distinguishing relevant from irrelevant information. Assures adequate control and accounting of all funds including maintaining sound financial practices. Demonstrates a cross-university view.

7. Strategic Planning and Organizing

Aligns departmental priorities with the University's purpose. Measures outcomes and uses feedback to change as needed. Proposes solutions and alternatives on allocation of resources to achieve the University's outlined strategy. Approaches decision making (including, where applicable, program development, modification and or cancellation) with a focus on the potential impact on student enrollment, engagement and success.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree in Construction Management, Architecture, Engineering or related field with a minimum of 7 years recent related experience and demonstrable project management experience preferably within institutional settings.
- An equivalent combination of education, training and experience may be considered.
- Project Management (PMP) designation (or equivalent)
- Holds and continually maintains a valid class 5 British Columbia driver's license.