

Classification	Administrator
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JOB DESCRIPTION – MANAGER, PROJECT MANAGEMENT OFFICE

NATURE AND SCOPE OF WORK

With general guidance from the Associate Director, Planning and Projects, the Manager, Project Management Office 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 Associate Director, and others as required, as to who will be the project lead for each project.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Develops Project Management processes and procedures for Facilities Services in alignment with other such processes and procedures at the University including developing project document templates to ensure consistency and efficiency.
- 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.
- Provides training and 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.
- Prepare cash flow, project close out, project status reports to meet internal and Ministry requirements.
- 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 the duties of other management positions in the Facilities Services as and when required.
- Assume other related duties as assigned by the Associate Director, Planning and Projects.

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 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.