

Job Description

Job Title:	Project Manager	Job Code:	EX - 4
Department:	Facilities	Date Updated:	25 May 2016
Division:	Major Capital Projects	Date Evaluated:	
Reports to:	Manager Major Capital Projects		

PROGRAM

The Greater Victoria School District comprises 19,000+ students attending classes in 47 schools and additional properties that span across five municipalities. Buildings include the latest in LEAD technology to those that hold heritage status and date back over one hundred years. New construction, upgrades to seismic standards and repair and renovation of existing structures present a range of challenges for building codes, design and maintenance of the infrastructure underpinning our education system. Capital Projects encompasses major construction and timelines usually represented in months and years and substantial budgets in the range of 500K to 3.0M.

POSITION OVERVIEW

The Project Manager is responsible for the quality, cost and scheduled completion of assigned capital projects on behalf of the School District.

KEY DUTIES & RESPONSIBILITIES

- Manages assigned capital repair, renovation and improvement projects from planning to completion, including control over quality, cost and schedule in accordance with School District policies and procedures.
- Reviews assigned projects with School and Facilities staff to ensure scope definition and project justification is clear, concise and accurate and School District standards for project approvals are maintained.
- Prepares preliminary designs and class "D" cost estimates either independently or jointly with design support as needed.
- Prepares final project design either independently or jointly with design support as needed to ensure design is economical, practical, reflects current professional and trade practices and utilizes appropriate construction products and materials.
- Prepares Class "C" cost estimates and obtains approval for variance from approved budget allocation.
- Working with Design Consultants, or independently, prepares contract specifications and drawings to obtain bids in accordance with School District purchasing policies.
- Administers contracts for assigned projects including the co-ordination of bid closing and award; the monitoring and control of project schedules and costs, and authorising the release of security and holdback at close out of contract.
- Independently carries out field reviews or jointly with inspection support as needed to ensure that the contract specifications are followed; that the contract performance is acceptable and that deficiencies are identified and corrected.
- Working with Design Consultants, or independently, reviews contemplated change orders, shop drawings and mock-ups, prepares change orders, deficiency notices and letters of default where warranted, authorises progress payments and initiates other control mechanisms as required for the successful completion of the work.
- Working with the Purchasing Department, prepares requests for proposals and requests for qualifications to retain consulting services for projects with external design and supervision resources identified.
- Administers consulting contracts in accordance with School District policies including evaluation of proposals, recommending award, verifying deliverables, authorising payments and monitoring and control of completion of overall consulting assignment.

Job Description

- Maintains records, inputs data and produces status reports relevant to projects assigned including maintaining project files, input of cost and schedule status and producing standardized status reports.
- Conducts inspections and investigations in support of capital planning and preventative maintenance processes.
- Prepares Reports for Senior Administration and Board of School Trustees as required
- Performs additional duties and special projects as assigned
- Monitors all Project work for general compliance with the Occupational Health and Safety Act and Regulations.

SKILLS & QUALIFICATIONS

- Post-secondary degree in engineering or equivalent combination of education and experience as deemed appropriate by the District.
- Excellent working knowledge of facility management, systems and components (incl. electrical, mechanical etc.)
- Minimum 5 years' experience in construction/building retrofit projects with some responsibility for design work/preparation of contract specifications.
- A minimum 2 years' experience in Project Management with responsibility for contract procurement, acceptance of project deliverables, monitoring and control of cost and overseeing project schedule.
- Recognized Project Management (PMP) certificate is an asset and is considered highly desirable for this position.
- Knowledge of building design standards, building codes, building components, materials site plans and municipal zoning.
- Be able to provide a clean Criminal Background check.
- Valid driver's licence and daily access to a personal vehicle for business use.
- Excellent organizational skills including the ability to set priorities and co-ordinate diverse project responsibilities
- Excellent verbal and written communication skills
- Organizational skills with attention to detail and ability to meet tight deadlines
- Superior interpersonal skills including the ability to work effectively in a team environment and develop professional working partnerships
- Strong critical decision making skills with demonstrated analytical and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook, Project and PowerPoint) and working knowledge of and ability to use AutoCAD

WORKING CONDITIONS

- General office environment and Construction Site environments
- Moderate physical activity; lifting up to 50lbs
- Regular travel to various school sites and external meetings
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises
- This position is excluded from union membership under the *BC Labour Relations Code*.

Supervisor's Signature

Department Head's Signature

District Principal, HR Signature

Date

Date

Date