

EMPLOYMENT OPPORTUNITY

Capital Projects Manager (Temporary)

POSTING No: #2019-07

POSTING DATE: JANUARY 15, 2019

POSTING EXPIRY DATE: FEBRUARY 5, 2019

The Strathcona Regional District offers endless opportunity for outdoor adventure amongst spectacular forested hills, beaches, remote inlets, island getaways and unique villages. This position is based out of the corporate office in Campbell River, BC; a diverse, progressive and growing city that offers affordable housing, advanced education opportunities, local shops, a well-developed arts and culture scene and thriving sports community.

We are currently seeking a highly motivated Capital Projects Manager. Reporting to the Senior Manager, Strategic Initiatives, the ideal candidate will have a high level of initiative, technical skill and independent judgement and is interested in having oversight for a wide range of innovative projects including: renewable energy, telecommunications infrastructure and other infrastructure upgrades. This is a temporary (one-year) position with the possibility to extend.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Post-secondary degree or diploma in engineering, architecture or construction management.
- A minimum of 5 years' related experience in project management with progressively complex projects of a similar nature/scale.
- An equivalent combination of education and experience may be considered.
- Project management training/certification such as PMP designation is considered an asset.
- Experience managing projects within a local government setting would be considered favorably but is not required.
- Valid BC Class 5 Driver's License.

We offer a competitive salary commensurate with qualifications and experience. Qualified candidates are invited to submit a cover letter and resume quoting posting **#2019-07 Capital Projects Manager** to corporate@srd.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



301-990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 · Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.strathconard.ca



Capital Projects Manager

JOB SUMMARY

The Strathcona Regional District has an exciting opportunity for an experienced project manager to lead the delivery of several innovative capital projects. Under the general direction of the Senior Manager, Strategic Initiatives, the Capital Projects Manager will serve as the primary resource for detailed planning and delivery of capital projects across the organization. New capital projects include telecommunications infrastructure, facility renovations and mechanical systems upgrades. The incumbent must have a service-based work ethic, work collaboratively across departments and be confident and energized to build and employ industry standards and best practices. The incumbent will be a self-starter with an ability to proactively identify risks and communication needs and the steps necessary to address issues. This is a temporary (one-year) position with the possibility to extend.

MAJOR DUTIES AND RESPONSIBILITIES:

- Defines, develops and presents detailed project documents including but not limited to: scoping, statements of work, schedules, budgets, approvals, procedures.
- Leads procurement processes, contracting and administration, in accordance with the Regional District's policies and industry best practice, including standard form consultant and construction contracts, supplementary conditions, RFP, EOI, RFQ templates and related template forms and letters.
- Conduct reviews and interpret proposals, specifications and drawings and participate in tender negotiations.
- Oversee project consultants to ensure delivery of construction documents, tender process and award and construction administration.
- Oversee contractors during construction and ensures that projects are completed in-line with relevant specifications and regulations.
- Identify project risks, develop risk management plans and mitigation strategies.
- Develops a control system and continuously monitors and reports on project schedule, budget, quality, performance and delivery.
- Identify issues and develop solutions quickly, making recommendations through a calculated lens.
- Acts as the project owner's representative as required.
- Facilitates project planning sessions with project teams.
- Supports stakeholder engagement and consultation sessions as required.
- Acts as an in-house expert on project management throughout to departments throughout the organization.
- Transfers learning from project implementation into the improvement of organizational policies and procedures.
- Perform administrative duties as required to maintain thorough and complete records and comply with Regional District policies and procedures.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Post secondary degree or diploma in engineering, architecture or construction management.



- A minimum of 5 years' related experience in project management with progressively complex projects of a similar nature/scale.
- An equivalent combination of education and experience may be considered.
- Project management training/certification such as PMP designation is considered an asset.
- Experience managing projects within a local government setting would be considered favorably but is not required.
- Valid BC Class 5 Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience and knowledge of all phases of capital project management, including: planning, design and construction.
- Experience and knowledge of construction and engineering principles and best practices.
- Experience and knowledge of procurement practices, contract development and administration.
- Proficiency in capital budget preparation, controls and financial reporting requirements.
- Strong working knowledge of the BC Building Code, applicable safety codes and other relevant regulations pertaining to capital project works.
- Working knowledge of building costs, materials, methods and techniques.
- Ability to review, analyze, assess and interpret architectural, construction and technical drawings, project plans, specifications, operation manuals, contracts and other materials.
- Ability to identify project risks and to develop risk management plans and mitigation measures.
- Advanced verbal and written communication skills.
- Ability to gain influence and negotiate outcomes.
- Ability to deal effectively and professionally with contractors and a variety of internal and external stakeholders in order to develop and maintain cooperative working relationships.
- Maintains a service-based work ethic.
- Ability to work independently and as part of a team.
- Ability to work under pressure and meet deadlines, balance priorities and multiple projects and adapt to change in direction.
- Understanding of asset management and preventative maintenance processes.
- Strong organization and time management skills.
- Proficient in Microsoft Office, including Excel, and project scheduling software.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date