

# Job Title: Project Manager I - Halton Community Housing Corporation

At Halton Region, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. Halton Region is committed to providing accommodation to individuals with disabilities throughout the recruitment process.

**As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the choice to work where they can have the greatest impact on achieving our goals. Please note, this position is eligible for our Hybrid Work Program/Work from Home Arrangement.**

**Posting ID:** 1521

**Department:** Digital & Information Services

**Division:** Energy Fleet & Facilities

**Pay Range:** \$75,743 - \$100,992

**Job Type:** Permanent

**Hours of Work:** 35 hours per week

**Work Location:** 1151 Bronte Road, Oakville

**Employee Group:** OCT

**Posting Date:** March 9, 2022

**Application Deadline:** March 23, 2023

There are 2 vacancies available.

## Job Summary

Reporting to the Manager, Facilities Capital, Design and Development, this position is responsible for managing facilities capital projects including responsibility for Halton Community Housing Corporation (HCHC) Unit Turnovers.

## Duties & Responsibilities

- Manages facilities capital projects under the direction of the Manager, Facilities Capital, Design & Development including responsibility for HCHC Unit Turnovers.
- Prepares technical reports and staff reports.
- Ensures the full involvement of client divisions/departments in the implementation of Regional facilities.
- Recommends, directs, and supervises consulting engineers, architects and/or contactors in the design, construction, renovation and upgrade of Regional facilities.
- Exercises effective cost and schedule control of Capital Projects.
- Ensures that the works are constructed in compliance with the contract documents and Halton's Health and Safety Policies.
- Provides full project management, contract administration, coordination and on-site supervision of Regional contracts from architectural design stage to commissioning and start-up.
- Engages specialized consulting engineering and architectural firms to confirm that work has been constructed in conformance with the contracts.
- Negotiates and resolves claims and disputes from outside providers.
- Performs other duties, as assigned.

## Skills & Qualifications

### Essential

- Diploma as an Architectural Technologist or equivalent.
- Minimum of five (5) years of progressive facility construction and project management experience.
- Experience with public procurement, contract administration and preparation of construction specifications and procurement documents is essential.
- Strong problem solving skills and be able to independently manage several projects at the same time.
- Ability to read and interpret drawings.
- Strong oral and written communication skills, along with strong facilitation, negotiation and dispute resolution skills.

- Effective interpersonal communication skills and be committed to working in a team-based environment with a focus on continuous improvement and quality customer service.
- Computer literacy in desktop construction applications such as Microsoft Project and AutoCAD.
- An equivalent combination of education and experience may be considered.

#### **Preferred**

- Previous experience in the preparation of forecasting budgets and cost estimates.
- Other construction-related or project management certification such as PMP and LEED GA.
- Experience with managing construction projects at social housing sites.

### **Working/ Employment Conditions**

#### **Working Condition**

- Travel will be required between locations within Halton Region; incumbent must supply their own transportation.

#### **Employment Conditions**

- The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six (6) months), original and acceptable Criminal Record Check by the first day of employment.

#### **Important information about your application:**

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

*Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment.*