

DEPARTMENT:	Engineering	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$129,884 - \$143,228 annually (2024 rates) + comprehensive benefits package

The Civic Buildings & Properties division of the Engineering department is seeking a qualified individual who possesses senior level project management experience to join our team. Reporting to the Senior Manager of Civic Buildings & Properties, the Project Manager Capital Delivery coordinates and controls the delivery of civic facility capital projects for upgrades and new construction. The work entails detailed oversight of all aspects of project delivery with the use of project controls, including budget and schedule adherence, alignment to the project plan, analysis and recommendations for potential variance from plans during the course of construction, and reporting to key interest groups, senior management and Council.

In this senior role, the incumbent will be responsible for maintaining line of sight through the execution phase of capital projects, applying important corporate policy and guidelines such as Council's Strategic Priorities Plan, the corporate 5 year capital plan, the Facilities Asset Management Plan, the Corporate Energy and Emissions Reduction Strategy (CEERS) and other strategic and regulatory requirements. The Project Manager Capital Delivery interacts and collaborates with each and every division across the city, supporting all aspects of core service delivery through the construction of efficient, well-designed, well-executed civic buildings.

Key accountabilities of this role include:

- Managing the execution phase of facility capital projects, including procurement of design or professional services, procurement of construction services, execution of the work and project close-out.
- Oversight and coordination of internal and external groups with interests in the project(s).
- Regular reporting on budget, schedule and scope status to senior management; preparation of Council Reports.
- Application of city policies, plans and guidelines as they relate to capital expenditure, climate action, accessibility and inclusion, asset management, public engagement, and other corporate priorities.
- The understanding and use of the City's standard form of consulting and construction contracts, supplementary conditions, RFP, EOI, RFQ templates, and related template forms and letters.
- Managing contracts with consultants and contractors, including the Statement of Work.
- Managing performance of consultants and contractors.
- Oversight and leadership of supporting staff.
- Review of contracts with consultants, contractors etc. and recommending actions as appropriate; review of feasibility studies and recommending actions as appropriate; review of cost estimates and recommending action as appropriate.
- Representing the Department on City committees as required.
- Creating new and updating existing technical guidelines for delivery of civic facilities.
- Close collaboration with Facilities Operations staff; good understanding of facility operations, preventative maintenance plans and operating budgets.
- Liaising and communicating with user groups and senior management to review the progress of the capital project plan.
- Collecting, analyzing, and reporting on data used to support asset management principles and practices, including updates to the facility inventory as part of project close-out.
- Collaborating with engineering and other city staff to ensure corporate consistency on capital project delivery; contributing to continuous improvement of project controls and internal processes.
- Other duties/responsibilities as assigned.

Requirements include:

- University degree in Architecture or Engineering, and registered degree or eligibility for registration as a Professional Engineer or Architect in B.C.
- Minimum of 8 years proven and progressive project management experience in complex building renovations and new construction.
- Project Management training/certificate or PMP designation would be an asset.
- Knowledge of the concepts, practices and techniques of building design, construction and facility management.
- Knowledge of the principles and practices of asset management.
- Knowledge of municipal functions, programs, and relevant codes, bylaws, policies and procedures.
- Ability to write clear, concise and complete reports.
- Results-oriented with the ability to effectively manage multiple projects with tight time lines.
- Excellent interpersonal and written communication skills.
- Problem-solving and decision-making skills to determine the methods and resources required.
- People leadership skills to provide guidance to external contractors/consultants and internal staff.
- Ability to deal effectively with architects, engineers, contractors, City Departments and the general public to establish cooperative working relationships.
- Experience in reviewing cost estimates for of a variety of building projects.
- Experience in preparing and managing capital budgets.
- Knowledge of the British Columbia Building Code.
- Valid B.C. driver's license.
- Computer proficiency in the MS Office Suite of products (MS Project, Word, Excel, Power Point, Outlook etc.).

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 12, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.

It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.