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**Non Union**

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<b>Job Title:</b>	Project Manager Interiors		
<b>Job Opening Id:</b>	41675	<b># Required:</b>	1
<b>Business Unit:</b>	Corporate Services	<b>Division:</b>	Construction, Energy and Facilities Management
<b>Location:</b>	Headquarters Campbell East	<b>Standard Hours:</b>	35.00 / week
<b>Full/Part Time:</b>	Full-Time	<b>Regular/Temporary:</b>	Temporary
<b>Salary Grade:</b>	7	<b>Salary Range:</b>	\$ 92,840.00 - \$109,220.00
<b>Post Date:</b>	2025-02-25	<b>Close Date:</b>	2025-03-10

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**Approximate Duration: 24 months**

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

## ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to [diversity@niagararegion.ca](mailto:diversity@niagararegion.ca). To send input on reducing barriers in the current hiring process, please email [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)

### **Don't have every qualification?**

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

## Job Summary

Reporting to the Senior Project Manager, the Project Manager, Interiors is responsible for administering and managing all aspects of capital projects related to Region staff accommodations for Construction, Energy & Facilities Management (CE&FM) division from initiation to completion, including furniture replacements and upgrades, modification and retrofits to office spaces, and furniture and space planning for new construction projects. This position is also accountable for asset management planning, project evaluation, providing input into design, construction, and operation, and assisting the Senior Project Manager with feasibility studies, space planning, and standards review as it relates to staff accommodations.

## Education

- Bachelor's degree or College diploma in a related field such as Architecture, Interior Design, or Construction Technology.

## Knowledge

- Minimum 5 years of experience demonstrating in depth project management skills in facilities space planning, with solid working knowledge of construction methods, interior renovations of commercial space, furniture specification, and asset management.
- Current membership in good standing with the Ontario Association of Architects (OAA), Association of Architectural Technologists of Ontario (AATO), Association of Certified Engineering Technicians and Technologists (OACETT), Association of Registered Interior Designers of Ontario (ARIDO), or equivalent.
- High proficiency with respect to AutoCAD and other design software.
- Experience with supply and installation of furniture systems would be considered an asset.
- Project Management Professional (PMP) Designation is preferred.

## Responsibilities

Project management of office construction, renovation, rehabilitation, and lifecycle renewal projects from initiation to completion with responsibility for all aspects of project development including ensuring that projects are completed in a timely manner, within the approved budget, and to the quality standards set by the Region. Initiates projects, determines project scope and goals, identifies project stakeholders and meets with them to determine project requirements, develops project charters (50% of time)

- Develops, tracks and updates total project budgets, estimates material and resource costs and controls changes to ensure projects are completed within their approved budgets.
- Develops the master project schedule and monitors and updates throughout the duration of the project to ensure timely project completion.
- Identifies project risks, develops a risk management strategy and controls project risks.
- Ensures projects satisfy required needs by identifying relevant quality standards and ensuring a system of quality control and monitoring is established and utilized to ensure successful project delivery.
- Manages the implementation of the Region's accommodation standard and vendor of record
- Prepares RFP, RFQ and RFT documents. Prepares tender packages (drawings and specifications) for capital projects related to furniture and staff accommodations.
- Manages the change management process in coordination with clients, contractors, consultants and other project stakeholders.
- Coordinates the activities of stakeholders, consultants and contractors from inception through to project completion.
- Provides direction and supervision to in-house technical support staff on design and construction projects associated with all Regional facilities.
- Prepares space planning and furniture schematic drawings in AutoCAD for client review.
- Management of furniture planning, procurement, and installation, including on projects managed by other team members within Facilities department.
- Provides input into design criteria and contract specifications ensuring the Region's requirements and objectives are incorporated into designs, including Accommodation and Space Use Standards, Accessibility Standards and energy management and sustainability practices.
- Responds to emergencies, complaints, and requests for service, taking appropriate action.
- Prepares applications and permits associated with office construction projects including, but not limited to building permits, demolition permits, and hydro inspections.
- Ensure projects are closed out effectively including commissioning, deficiency inspections and resolution, turn-over of as-constructed drawings, tagging of new assets, and other finalized records and documentation of lessons learned.
- Manages the development of new standards and policies pertaining to Niagara Region's Facilities management & Construction division related to space use and furniture standards.
- Remains current with new technology and associated techniques on the design, development, and construction of commercial office space.
- Other duties as assigned.

Manages the activities of project stakeholders and project consultants, providing work direction, assigning tasks/projects, determining methods and procedures to be used, resolving problems, and ensuring results are achieved (20% of time).

- Develops project charter and identifies and incorporates stakeholder interests in developing project scope.
- Communicates with the public and local businesses as required.
- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other stakeholders, etc.
- Leads communications to project team and stakeholders for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Sets objectives for project team that align with divisional/department goals and objectives.

- Monitors performance of third party services and completes consultant/contractor performance reviews and appraisals.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
- Directs third party consultants and contractors to complete assignments on schedule and within budget.

Develops, Manages, and administers, Capital budgets and 10 year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning (10% of time)

- Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures

Manages relationships with internal/external stakeholders (10% of time)

- Acts as liaison with all Regional departments having interest in facilities development and solicits feedback, input, and customer concerns for all facilities projects.
- Determines the communication needs of all stakeholders and prepares and distributes communication material such as status reports, schedule and budget information, project forecasts and other information in a timely manner.
- Liaises with government agencies and utilities to keep abreast of relevant legislation and regulations affecting the industry and operations.
- Chairs construction review meetings.
- Organizes and attends public information meetings affecting new facilities.

Monitors policies and procedures to ensure compliance, efficiency and effectiveness, identifying opportunities for improvements and providing input into administrative policies and procedures related to Facilities Accommodation Projects (10% of time).

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional buildings and future priorities.
- Develops and updates specifications, construction contract documents, Request for Proposal template based on knowledge and experience.
- Maintains detailed records of current space/furniture drawings through coordination with consultants in AutoCAD.
- Develops, researches and recommends new work processes and systems with a continuous improvement focus.
- Researches new products, materials, processes, and preparing reports outlining findings.

*Perform other related duties and responsibilities as assigned or required.*

## Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.

- May be required to support emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

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## How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#41675** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **March 10, 2025**, before midnight by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca). We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.