

Job Title: Project Management Associate

Requisition ID: 3229

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 80 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Facilities Services, Building Life Cycle

Job Location: Fort McMurray

Pay Level: PL13

Start Rate: \$ 53.16

Permanent Rate: \$ 62.65 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 15/02/2025

Closing Date (dd/mm/yyyy): 02/03/2025

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Project Management Associate administers, coordinates, and performs technical project management related to construction renovation and rehabilitation projects and/or programs. The incumbent will be responsible to lead multiple projects independently; facilitate the development of work scope and work design specifications for quotes and tendering packages; develop, maintain, monitor, and enforce construction schedules; track and control project costs; and maintain accurate project documentation. The position exercises a considerable degree of independent judgement although the work is subject to inspection.

RESPONSIBILITIES:

- Fully administer projects using construction administrative processes throughout the lifecycle of the project.
- Prepare or coordinate the development of project scopes of work for tenders or quotes.
- Coordinate and implement field work and inspections of contractors as necessary to maintain project scope, schedules, cost, and quality control.
- Ensure contractors receive safety orientation and are in compliance with federal, provincial, and municipal laws, regulations and procedures.
- Ensure appropriate drawings and specifications for construction, equipment, and materials are prepared through use of internal resources or contracted experts.
- Prepare and facilitate the presentation of project proposals, budget, resource requirements, and proposed work schedules to leaders/clients for formal approval.
- Co-ordinate and develop project plans, work scopes, budgets, and schedules for consultants for the preparation of technical drawings and specifications, when required.
- Interpret and explain department, municipal, provincial, and federal policies/requirements to internal clients, community stakeholders, and leadership.
- Issue site instructions and change orders, assess value of work completed, and authorize progress claims.
- Maintain accurate records and files and prepare project reports.
- Ensure all phases of construction projects are inspected for adherence to contractual specifications and as per the requirements of all jurisdictional authorities, and that identified deficiencies are corrected.
- Perform project administration functions by maintaining budget and cost controls, variance analysis, establishing and maintaining schedule controls, preparing progress reports, and authorizing partial payments for work completed in accordance with contract specifications.
- As part of formal project completion, issues Construction Completion Certificate, administration of the warranty period and final acceptance certificates. Also completes lessons learned exercise to identify any resulting facility related initiatives for building sustainment.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- In-depth knowledge of applicable legislative standards, codes, specifications, regulations, and safety requirements.
- Ability to manage administrative responsibilities, including scheduling, preparation of budgets/forecasts and progress reports.
- Ability to represent the department/Municipality by negotiating and maintaining effective work relations with clients/community, engineers, contractors, consultants, and others related to project assignments.
- Ability to formalize, prepare, and present technical reports.
- Considerable knowledge of all facets of construction projects, OH&S, and other facility-related safety programs.
- Strong analytical, planning, communication, organizational, and interpersonal skills.
- Considerable experience with Microsoft Office (i.e. Word, Excel), Microsoft Project, and Facility Management Software.
- Ability to investigate issues, problem solve and handle multiple tasks as assigned.
- Proven ability to perform in a fast-paced environment and ability to make technical decisions in a timely fashion to sustain occupied facilities. Ability for critical decision making in order to ensure sustainment of facilities where projects are being undertaken.

EDUCATION AND EXPERIENCE:

- Diploma in Project Management, Architectural Engineering Technology with eight (8) years of progressively responsible experience in major building maintenance and construction including experience in project management.

OR

- Valid Journeyman Trade Certificate in one of the following: Electrician, Plumber/Gasfitter, or Carpenter; combined with five (5) years of progressively responsible experience in major building maintenance and construction including experience in project management.

OR

- Degree in Construction Project Management, Architecture, Mechanical or Electrical Engineering, or related discipline with five (5) years of progressively responsible experience in major building maintenance and construction including experience in project management.
- Gold Seal Certification, Project Management Professional (PMP), Certified Engineering Technologist (CET) and Construction Administration Certificate (CAC) are assets.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- Ability to maintain a high degree of accuracy despite frequent interruptions or distractions.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**