



CAPITAL PROJECT MANAGERS (CAPITAL CONSTRUCTION COORDINATOR)

The Board of Education of School District 36 Surrey (SD36) is seeking a seasoned and skilled Project Manager for its Capital Project Office.

As the largest and fastest growing school district in BC, SD36 is a progressive, dynamic and fast growing school district offering a wide range of educational programs and opportunities for more than 70,000 learners. The district supports more than 9,600 employees including over 5,500 teachers at 125 schools with an operating budget of over \$700 million. Growing by an average of 1,000 students per year, the need for new schools and school upgrades are constant.

The Project Manager will be responsible for the planning, implementation and completion of major capital projects ranging in values from \$0.5M to \$70M. This work involves technical, contractual, planning and financial activities required for capital project delivery. Projects may include new school construction, additions and major renovation projects (seismic, building envelope, mechanical upgrades).

The Project Manager will negotiate / manage fees and construction costs; direct activities of architects, consultants and contractors; and liaise with school administrators and various district staff on behalf of the School Board. Financial control of individual projects is required, with assistance provided by SD36 Finance Department. The employee exercises considerable independence of judgment and action in order to maintain the budget and schedule for several projects simultaneously.

Specific Responsibilities

- Manages production of contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, site instructions, notice of change, contemplated change orders, change orders, change directives, contractual notices and invoices.

- Liaises with architects, consultants, contractors, municipal authorities, district maintenance staff and school administrators to ensure that the interest and needs of the school board are reflected in the final project.
- Supervises and/or directs SD36 staff, contractors and consultants as required.
- Participates in a consultative process with facility users, designers, and senior management during the planning phase of projects.
- Assists in preparation of funding submissions to the ministry, project cost estimates, and project schedules.
- Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion.
- Carries out regular field reviews of construction progress to ensure general conformance with the contract documents and prepares progress reports as required. Ensures satisfactory contractor performance; directs the change order process.
- Ensures satisfactory project completion within the authorized budget.
- Assists in preparation and review of computerized financial recordkeeping of ongoing projects by reviewing and approving invoices, reviewing and managing detailed project cost reports showing commitments, expenditures and available or received funding. May direct preparation of design aid sheets for existing buildings and proposed projects as required..
- Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Resolves contractual issues up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.

Skills and Attributes

- Strong, clear, concise communication skills, both written and verbal
- Exemplary problem-solving skills. Ability to seek creative solutions to difficult problems
- Assertive, strong negotiation skills to ensure others meet expectations and interests of the Board are met or exceeded.

Required Education, Experience and Certification

University graduation in Engineering or Architecture plus minimum five years' project management experience; or Registered Quantity Surveyor or graduate of an Institute of Technology. Canadian Construction Association Gold Seal Certificate in Project Management is desirable.

Required Licenses, Certificates and Registrations

- Eligibility for registration as a Professional Engineer, PMP, Architect, or as an Applied Science Technologist (Building Construction) in an appropriate discipline.
- Valid BC Driver's License. (Business use of personal vehicle will be required)

Qualified and interested applicants can apply online at www.makeafuture.ca/surrey or forward their application, cover letter, resume and references, quoting competition number, no later than September 15, 2017 to:

Competition #:PM:885:17
Human Resources Department
School District No. 36 (Surrey)
14033 92 Avenue
Surrey, BC
V3V 0B7

Note:

In accordance with the Criminal Record Review Act, all successful applicants will be required to consent to a Criminal Record search prior to employment. Only those persons selected for interviews will be contacted. To all others, thank you your interest. Faxed or emailed resumes will not be accepted.