



## **FACILITIES PROJECT PLANNER (VPO)**

The Vancouver Board of Education is seeking experienced Facilities Project Planners to work on over one billion dollars in capital projects over the next decade.

The Vancouver Board of Education is an exciting, progressive and dynamic school district offering a wide range of educational opportunities for more than 50,000 learners from kindergarten to adults. We have an excellent reputation as being diverse and inclusive, and for providing outstanding, student-centered, choice programs. The School District has almost 8,000 employees, 112 schools, a \$500 million operating budget, and many major capital projects in the Long Term Plan.

The Vancouver Board of Education, in partnership with the Ministry of Education, plans to upgrade all of its high seismic risk schools. There are numerous projects currently in design and construction with many more to proceed with the preparation of the Project Definition Reports or feasibility studies required to secure capital funding for the projects.

The Facilities Project Planner will be responsible for the planning and the feasibility studies of major capital projects ranging in values from \$10M to \$100M. This is planning work involving technical, planning and financial activities required for securing capital funding for projects. The work involves applying technical and project delivery knowledge related to new school construction and major seismic renovation projects, while integrating long-term maintenance considerations and funding limitations. The Facilities Project Planner coordinates the activities of architects and consultants preparing the feasibility studies and liaises with VSB Facilities and school administrators for input and feedback. The employee exercises considerable judgement and action in order to develop and secure an adequate project budget and schedule for several projects simultaneously.

### **Specific Responsibilities**

- Prepares funding submissions to the ministry with project cost estimates and project schedules.
- Liaises with architects, consultants, contractors, municipal authorities, school administrators and the province to ensure that relevant information and requirements are reflected in the feasibility analysis. Maintains liaison with community representatives and the general community on matters related to planning and facilities.
- Participates in a consultative process with facility users, designers, and senior management during the planning phase of projects.
- Prepares Design Aid Sheets per ministry guidelines for existing buildings and proposed projects.
- Keeps updated on ministry's Capital Plan Instructions for Planning and Major Projects as they relate to the Seismic Mitigation Program.
- Provides computerized financial recordkeeping by reviewing and approving invoices, preparing and maintaining feasibility study cost reports showing expenditures and available funding.
- Resolves contractual issues with consultants up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.

### **Required Knowledge and Abilities**

- Knowledge of building technology for architectural, mechanical, electrical and structural disciplines. Knowledge of materials and methods used in building construction. Knowledge of contracting practices and C.P.M. project scheduling.
- Ability to evaluate project risks and incorporate them in feasibility studies with strategies to mitigate them including allocation of contingency funds.
- Ability to forecast project schedules and incorporate in feasibility studies, including as assessment of prevalent and forecasted escalation rates.
- Familiarity with education facilities and related public sector issues; knowledge of issues and practices related to the use of school facilities and grounds.
- Ability to read and understand drawings and specifications.
- Ability to read and understand hazardous materials reports and remediation practices and geotechnical investigation reports and impacts to project feasibility studies.
- Ability to effectively utilize Windows computers including word processing, spreadsheets, database and communications software.
- Ability to communicate effectively and to establish and maintain effective working relationships with co-workers, school and maintenance staff, consultants, city officials and others.
- Need to apply independent and team efforts; strong interpersonal, communication and report writing skills.
- Ability to provide technical information and advice in matters relating to planning and feasibility of major projects.

### **Required Education and Experience**

Graduation in Planning, Engineering, Construction Management, Architecture or Quantity Surveying with minimum ten years' experience in facilities planning or building projects; or an equivalent combination of training and experience.

### **Licenses, Certificates and Registrations**

Eligibility for registration as a Planner, Professional Engineer, PMP, Architect or as an Applied Science Technologist in an appropriate discipline.

Valid BC Driver's License.

Apply via [www.makeafuture.ca/vancouver](http://www.makeafuture.ca/vancouver) by **May 28, 2018 at 4:30 p.m.** and include a cover letter and resume.

### **MAKE A FUTURE APPLICATION PROCESS**

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