

# Facilities Project Manager- Surrey, BC

Bouygues Energies and Services Canada – Surrey, BC

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## Job Description

### *Description*

At Bouygues Energies and Services Canada, we aim to foster work environments that are results-orientated, friendly and fun. This position will oversee the development, planning, coordination, administration, and implementation of projects at facilities which comprise of healthcare and high security facilities. You will be leading small to large capital projects from inception to completion, including planning, budgeting, procuring, executing, and managing of assigned resources. You will manage all planning of a variety of capital and lifecycle projects including obtaining permits, preparing tenders, budgets, estimates and construction schedules and working with internal and external personnel to ensure projects are executed in a timely and efficient manner while maintaining integrity of design as per existing Project Agreements and Contracts

Reporting to the P3 Contracts General Manager, you will oversee the work of contractors, and will develop work plans; respond to emergency situations; adapt work methods to address problems; estimate and requisition materials and prepare project records and reports. You will coordinate projects within an operational secure and healthcare environment and manage space management activities required by the client.

Key responsibilities include:

- Prepare and analyze tender documents, budgets, estimates and construction schedules.
- Manage trade contractor site meetings, RFI's, invoices and control document process.
- Verify the accuracy of change orders ensuring all contractual issues are resolved in a timely manner.
- Prepare contracts with trades and manage internal or external contractors or trades accordingly.
- Manage project activities by planning all project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or Project Management methods
- Deliver tracking project progress mechanisms and reporting to stakeholders via formal communications plan
- Conduct stakeholder meetings to solicit feedback, input, and expectations including them into project plans
- Closely monitor the efforts and billing of third-party workers, such as consultants, contractors, and other specialists and ensure that invoicing is completed within agreed timeframes for each change or minor work project
- Ensure that all changes and minor works projects have been completed satisfactorily and conduct post project reviews in order to identify areas for improvement and make recommendations based on lessons learned.

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## The Candidate

You have five-ten years knowledge of facility management, construction and building systems (HVAC, roofs, plumbing, electrical, carpentry, building codes, contracts) and experience working in a complex and service orientated environment. You are an excellent communicator who is comfortable taking on complex projects with diverse specifications. You have an analytical mindset, constantly working to improve efficiency and effectiveness of your projects and deliver innovative solutions to workplace operations. We are looking for an individual to encompass team leadership and strategic



thinking skills. You must be a goal orientated and results-driven individual who adheres to timely deadlines and understands the sensitivity of time management and client expectations. It is essential that you hold a PMP (Project Management Certification) and having an understanding of space management would be considered an asset.

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## **The Company**

Bouygues Energies & Services is a leading provider of Total Facility Management services to both the Public Private Partnership (PPP) and traditional Facility Management markets. Bouygues E&S is the Service Provider for three major P3 projects in Canada. Within the healthcare environment it operates the Jim Pattison Outpatient and Surgery Centre, providing Total FM services over the 30 year operating period. Within secured government facilities, it provides total FM services, lifecycle, and energy management services at the Royal Canadian Mounted Police's E-Division Headquarters over the 25 year operating period. Once complete, we will also provide a range of FM Services to the state-of-the-art Niagara Falls Entertainment Centre for 21 years. Bouygues E&S is also engaged in long term contracts for the delivery of a variety of services at Kelowna International Airport and Winnipeg Richardson International Airport. Services include; facility management, energy management, groundside services, janitorial services, Airport Operations Centre, Baggage Operations Centre and Pass Office management.

## **The Package**

You will enjoy a great family orientated culture, combined with a competitive compensation package. We offer an excellent benefit program and a matching RRSP program, and many other employee perks. Have we described you and your background? We'd love to meet you. If you want to join one of the largest Facility Management companies, then please apply today at [careers@bouygues-es.ca](mailto:careers@bouygues-es.ca)