



Position Information

Competition Number: 000093

Job Title: Manager Facilities Capital Projects

Department: Facilities Management

Position Number: A9972

Employment Group: Administrative

Employment Type: Full-Time

Type of Position: Permanent

Type of Posting: Internal External

Campus: All Campuses

Position Summary:

Reporting to the Director, Facilities Management and Planning, the Facilities Capital Projects Manager is responsible for the successful execution of capital projects at Vancouver Community College ensuring compliance to all applicable building codes, construction standards, quality benchmarks, and health and safety regulations, while delivering projects to defined scope, schedule, and within capital funding constraints.

The Facilities Capital Projects Manager is responsible for the overall project initiation, planning, scheduling, time management, resource allocation, project accounting, cost control, quality control, risk management, contract administration and safety for renovation and new construction projects across the College.

Job Duties/Responsibilities:

1. Assists the Director, Facilities Management and Planning in campus planning and overall space management/development strategy.
2. Develop systems for the management of Facilities projects at Vancouver Community College.
3. Develops proposals, business cases, and budgets for Facilities capital projects.
4. Chairs Facilities capital project meetings as necessary.
5. Initiates, plans, executes, monitors & controls and closes facilities capital projects.
6. Selection of design, engineering, construction and other project related consultants and contractors through the established VCC procurement processes.

7. Participates in the review of RFPs and other project related procurement tasks.
8. Reviews drawings, specifications and contract documents for compliance to College and departmental needs.
9. Represents the College while working with governing agencies to ensure all regulations and building codes are followed by the designers and contractors.
10. Represents the College at all project meetings ensuring general conformance to plans, specifications and College standards. Prepares and presents presentations as appropriate.
11. Represents the College in all business relationships with project contractors and consultants.
12. Ensures compliance with materials testing, hazardous materials abatement and health and safety regulations.
13. Coordinates projects with College departments, functional areas and Facilities Management for all shutdowns and acceptable times for project work.
14. Oversees engineering and construction work for general conformance to scope and plans, specifications, standards and assesses quality of work being performed.
15. Responsible for time tracking of project staff (both internal and external) and cost control.
16. Reviews change orders when required.
17. Monitors project progress to assure compliance with schedule and budget.
18. Prepares and issues monthly status reports on progress of projects.
19. Prepare vendor reports at close of project.
20. Regular project reporting and communication with key stakeholders.
21. Brings projects to completion within budget limitations.
22. Coordinates with Facilities staff and FMO for commissioning, calibration, ongoing maintenance, turnover training, documentation turnover, and other project closing activities.
23. Receives and reviews operation, maintenance manuals, and as-built drawings.
24. Ensures completeness of all required documentation pertaining to Facilities capital projects. Submits documentation to authorities having jurisdiction and archives same documents for retrieval.
25. Liaises with other departments in regards to future business needs and capital project planning.
26. Prepares purchase requisitions for project goods and services and receives project invoices in Banner software.
27. Works with the Facilities Management team on an ongoing basis to refine and improve project management processes.
28. Leadership and supervision of staff.
29. Responsible for recruitment, evaluation, performance management, training and development within scope defined by the College policy and the Collective Agreement.
30. Develops and delivers training to departmental technical staff in regard to project management best practice.
31. Works at all VCC campus locations.
32. Travels between VCC campus locations.
33. Performs other related duties as required.

Required Qualifications:

Education and Experience:

- Post-secondary degree in engineering, construction management or architecture
- Minimum of ten years of progressive experience and responsibility in construction project management leading capital projects.
- An equivalent combination of training and/or experience may be considered for the required qualifications.
- BIM/AutoCAD certification preferred.
- Direct related experience in capital project management of large multi-site institutional facilities, including responsibility for developing budgets, project plans, and delivering projects within budget and timeframes is a strong asset.
- Demonstrated extensive knowledge of facilities planning, design, and construction processes, building code, and health and safety regulations for construction.
- Demonstrated knowledge and understanding of CCDC (Canadian Construction Documents Committee) contracts including Article of Agreement, Condition of Contract, and Supplementary/Special Conditions.
- Experience using MS Office suite and project management software (Word, Excel, PowerPoint, Visio, Outlook, MS Project).
- Experience using FAST WebReq, FAST Financial, and Banner applications an asset.
- Experience supervising, mentoring or managing employees.
- A Project Management Professional (PMP) designation would be an asset.
- Experience working in an educational or similar setting would be an asset.

Skills and Abilities:

- Demonstrated knowledge of project management and project controls best practices.
- Ability to read/interpret large, complex facilities plans, drawings, and specifications.
- Possess a good working knowledge of the design and construction industry.
- Excellent oral and written communication skills and the ability to negotiate effectively.
- Ability to respond to enquiries with tact, confidentiality and discretion.
- Must have strong interpersonal and communication skills, effective team building skills, and ability to function in a team oriented environment.
- Ability to establish and maintain effective working relationships with students, staff, faculty and vendors.
- Ability to manage competing priorities and challenging schedules.
- Ability to act decisively, to exercise a high-degree of initiative and judgment on a wide range of issues.
- Proven organizational skills with an ability to set priorities and complete multiple tasks within specified timelines.
- Demonstrated ability to lead and provide direction to a team of professional staff, coaching, mentoring and guiding.
- Ability to demonstrate leadership in a unionized environment.

- Ability to consult and collaborate with various stakeholders when preparing plans.
- Experience with contract management.
- Strong organizational and time management skills.
- Strong knowledge of building codes and standards.
- Strong problem and analytical skills.
- Problem solving ability in order to solve cost, schedule, and scope issues that are raised throughout the progress of multiple projects.
- Work experience in a public institutional environment.
- Proficiency in the operation of Microsoft Office Suite (Word, Excel, PowerPoint, Visio, Outlook, MS Project), BIM/AutoCAD, and other computerized systems/software appropriate to the needs of project management and processes at Vancouver Community College.
- Understanding of facilities management operations.
- Ability to function under a minimum level of direct supervision and ability to act proactively.

Supervisory Responsibility:

Days and Hours of Work: Monday to Friday, 8:30 am to 4:30 pm. However, hours may vary according to the needs of the department.

Salary Range: AA6 - \$65,616 to \$85,781 per annum, depending on qualifications and experience.

Position subject to the Compressed Work Week Schedule: Not Applicable

Posting Date: 10-03-2017

Closing Date: 10-24-2017

Application Needed: Administrative Application

Special Instructions to Applicants: Please address your cover letter to the Human Resources Department. Only short-listed candidates will be contacted.

Optional Documents: Other Document

Required Documents: Resume

Cover Letter

Direct Link to this Posting: careers.vcc.ca/applicants/Central?quickFind=53619