

1. Position No.  62262, 80332, 81334, 81336, 62007, 81288, 62137, 81493, 62163, 81335, 81546, 81562, 22144, 62165, 80043, 81274, 22263, 80001, 80004, 80340, 80108, 80638, 81153, 81163, 72504, 80764, 81046, 81152, 81321, 81434, 81563, 22002, 80100, 80636, 80766, 22160, 81021, 22205	2. Descriptive Working Title  PROJECT TECHNOLOGIST		3. Present Classification  Administrative Officer IV
4. Division  Development & Asset Strategies	5. Branch/Section  DAS	6. Proposed Classification	Date  Revised Jan 2017, Sept 2019
7. Position No. of Supervisor  80045, 80682, 80715, 81337, 80057, 81181, 80011, 23046, 80285, 81558, 81560, 62138, 81045, 63042	8. Descriptive Work Title of Supervisor  Director Regional Development Manager Capital Improvement Senior Manager Capital Planning Senior Manager Major Renewal Projects AS Manager Asset Management Services Manager Project Planning Director Program Delivery and Business Planning		9. Classification of Supervisor  Excluded Mgmt
10. Job Summary:			

The Project Technologist, under the direction of the assigned Manager, is responsible for ensuring that all projects developed and administered by BC Housing comply with the appropriate Design and Construction Standards. The position conducts detailed plan and specification reviews, conducts site inspections during construction and provides contract administration services. The role also monitors the work of inspectors, architects, other consultants and general contractors.

11. Duties:

#### TECHNICAL SERVICES FOR PROVINCIAL HOUSING PROGRAMS:

- Ensures provincial housing program projects comply with BC Housing design and construction standards.
- Conducts site inspections to determine the feasibility of proposed developments by evaluating the physical characteristics including location, topography, configuration, access, utility services available, and impact of building and zoning regulations.
- Reviews and approves schematic design drawings, design drawings, and construction documents including working drawings, specifications, instructions to bidders, general requirements and supplementary general conditions.
- Reviews and approves addenda and change orders.
- Reviews requests for alternate materials and methods.
- Conducts inspections during construction to verify compliance with contract documents, and the schedule.
- Monitors contract close-out procedures and completion of deficiency items.
- Co-ordinates the one-year warranty inspection and completion of warranty items.

#### TECHNICAL SERVICES FOR THE DEVELOPMENT OF FACILITIES:

- Conducts pre-purchase site inspections to determine the feasibility of proposed developments by evaluating the physical characteristics including location, topography, configuration, access, utility services available, and impact of building and zoning regulations.
- Prepares a scope of work that addresses building deficiencies, modifications requested by the client and ensures compliance with the applicable regulatory requirements, the BC Building Code, and good construction practice.

- Prepares a construction estimate based on the proposed scope of work.
- Monitors the construction budget, schedule, and design throughout the development process.
- Reviews and approves the project design at the schematic design, design development, and construction document phases.
- Reviews requests for alternative materials and methods.
- Reviews and assembles all required bid documentation and co-ordinates the bidding process with the purchasing department.
- Reviews and approves addenda and change orders.
- Conducts inspections during construction to verify compliance with contract documents, reviews progress claims, and the schedule.
- Monitors contract close-out procedures and completion of deficiency items.
- Co-ordinates the one-year warranty inspection and completion of warranty items.

#### **SUPERVISION OF CONSULTANTS ENGAGED IN THE DELIVERY OF NON-PROFIT HOUSING AND GROUP HOME PROJECTS:**

- Reviews fee proposals and prepares consultant contracts for inspectors, geotechnical engineers, quantity surveyors and architects.
- Provides direction to consultant inspectors regarding their scope of work, including plan review content and frequency of field reviews.
- Reviews and evaluates consultants' activities by conducting supervisory plan reviews and site inspections.

#### **TECHNICAL ASSISTANCE TO CONSULTANTS AND MINISTRY REPRESENTATIVES:**

- Provides advice and information on design, construction cost, schedules, details, materials and methods.
- Interprets and clarifies the BC Housing Design and Construction Standards and reviews changes to regulatory requirements.

#### **TECHNICAL AND ADMINISTRATIVE SERVICES RELATED TO CAPITAL PROGRAMS:**

- Acts as contract administrator for consultant contracts. Monitors delivery of professional services by consultants, including the assessment, design, tendering, construction contract administration and post construction phases.
- Monitors the work of consultants to verify that they have met their contractual obligations, reviews invoices and confirms progress certification.
- Monitors the work of repair contractors to verify that they have met their contractual obligations. Reviews progress claims, submittals, mock ups, change orders, deficiencies and confirms progress certification.
- Prepares summary reports on the status of assigned projects to assist with the planning and coordination of the capital programs.
- Conducts technical research and assists with the preparation of standardized contract administration documents and procedures.
- Liaises with non-profit society representatives to review the scope of work throughout the delivery of the project.
- Provides information to support the building envelope repair litigation process.

#### **OTHER**

- Attends technical forums and seminars to maintain a good knowledge of current industry practice.
- Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments

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4. Education, Training and Experience		

Diploma from a building, engineering or architectural technology program or equivalent education to qualify as an Applied Science Technologist (Graduate of an accredited building technology diploma program).

Minimum five years progressive experience as a technologist including experience with contract administration and building inspections. Significant experience with industry standard construction contracts.

Training in project management, building envelope principles, industry standards including regulatory requirements, construction contract administration, and recommended construction practices is an asset.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge and Skills
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Teamwork
  - Results Oriented
  - Service Oriented
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- Considerable knowledge and understanding of architectural and building technology and systems
  - Considerable knowledge and understanding of the BC Building Code, Municipal approval procedures, and applicable regulatory standards and policies
  - Proficient in the use of MS Office applications and construction software or other relevant business applications
  - Ability to read, review, analyze and critique construction drawings and building envelope assessment reports
  - Ability to estimate construction costs for new construction, renovation and building envelope repair projects
  - Ability to provide direction and leadership to consultants and staff on design and construction standards and contract administration
  - Ability to exercise good judgement and display initiative
  - Strong critical thinking and decision-making skills
  - Strong organizational, creative thinking, and innovation skills
  - Effective communication, interpersonal and relationship management skills
  - Valid BC Driver's Licence and access to a reliable vehicle
  - Ability to travel on Commission business and work periodic evenings and weekends

6. Occupational Certification
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Eligible for designation as an Engineer, Quality Surveyor, Architect, Architectural Technologist, or AScT (Applied Science Technologist) or CET (Certified Engineering Technologist) with Applied Science Technologists and Technicians of BC (ASTTBC)