

JOB DESCRIPTION

BCGEU

1. Position No. 80238	2. Descriptive Working Title Project Technologist		3. Present Classification AO 4
4. Division Vancouver Island	5. Branch/Section Operations	6. Work Location Fully Onsite	Date August 2016; Dec 2021
7. Position No. of Supervisor 22283	8. Descriptive Work Title of Supervisor Manager, Maintenance		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Maintenance, the Project Technologist provides technical and administrative services related to the building and grounds maintenance functions. He/She/They plans and provides corrective and preventative maintenance services; diagnose problems; provides advice and direction to regional staff. The incumbent prepares plans, drawings and specifications for invitational and public tenders; assists the Maintenance Manager in the preparation and monitoring of the annual operating budget and provides technical support to regional staff, and group home operators. The position keeps the Manager informed and recommends appropriate action to resolve problems, and may monitor the work of inspectors, architects, other consultants and general contractors. The position works in collaboration with Asset Strategies to review facility inspection reports and recommend routine corrective and/or preventative maintenance measures, as well as assists with the longer-range maintenance planning.

11. Duties:

1. PROVIDES 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.

2. PROVIDES 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.

3. SUPERVISES CONSULTANTS ENGAGED IN THE DELIVERY OR RENOVATION OF DIRECTLY MANAGED 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.

4. PROVIDES 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.

5. PROCUREMENT OF GOODS AND SERVICES

- Participates with the Procurement Specialist in the development and maintenance of use of the approved competitive procurement of goods and services which involve the timely and economic acquisition of construction, renovations, equipment, services and supplies
- Participates in writing specifications, prepares and issues Requests for Proposals; Requests for Pre-Qualifications, Requests for Standing Offers, Invitational and Public Bid Calls from the market place. Involved in facilitating the tender process and evaluation review committee
- Advertises, publicly, when mandatory, requirements on an electronic tendering service or issues tenders directly to suppliers
- Evaluates bids to determine lowest responsive tender in relation to price, conformance to commodity / service specifications, terms, conditions, etc.
- Brings supplier performance issues to the attention of the Regional Director and Supply Chain Department staff for corrective action.

6. PROVIDES 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, mockups, 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 Property Portfolio Managers and/or other Project Technologists to review the scope of work throughout the delivery of the project.
- Provides information to support the building envelope repair litigation process.

7. OTHER RELATED DUTIES

- Must be available to provide guidance for emergency callouts as required
- Recommends improved administrative, maintenance and grounds programs, policies and procedures
- Provides advice and direction to site staff by:
 - Establishing maintenance and grounds priorities
 - Providing quality control by spot checking work orders and completed work
- May be assigned to perform the role of Fire Safety Director for any properties under the incumbent's management and control as required under local and provincial regulations.
- Attends technical forums and seminars to maintain a good knowledge of current industry practices
- Inspects contracted work; purchases goods or equipment and recommends payment
- Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 80238	2. Descriptive Working Title Project Technologist	3. Present Classification AO IV
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).

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

Considerable training in project management, building envelope principles, industry standards including regulatory requirements, construction contract administration, and recommended construction practices.

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

5. Knowledge, Skills and Abilities	
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CORE COMPETENCIES:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

- Considerable knowledge of the BC Building Code
- Considerable knowledge of Municipal approval procedures
- Considerable knowledge in building inspection
- Strong critical thinking and decision-making skills
- Strong organizational, creative thinking, and innovation skills
- Ability to read and critique construction drawings and building envelope assessment reports
- Ability to estimate construction costs for new construction, renovation and building envelope repair projects
- Proficiency in use and of MS Office applications and in Construction software
- Valid BC Driver's Licence
- Willingness 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)