

JOB DESCRIPTION
BCGEU

1. Position No. Various Positions	2. Descriptive Working Title CONSTRUCTION PROJECT MANAGER		3. Present Classification Administrative Officer V
4. Department Asset Strategies	5. Branch/Section Development & Asset Strategies	6. Work Location Hybrid – Site Central	Date March 2018; Rev July 2022
7. Position No. of Supervisor 23046, 80011, 80012, 80285	8. Descriptive Work Title of Supervisor Manager Capital Improvements Manager Project Planning		9. Classification of Supervisor Management Excluded
10. Job Summary:			

The Construction Project Manager manages a diverse portfolio of complex projects, ensuring their compliance with BC Housing’s Design and Construction Standards. He/She/They has broad renovation, construction and project management experience working on a variety of different project types with various client and stakeholder relationships. The incumbent has considerable technical expertise and experience in project management, building science, building systems, sustainability practices, asset management, contract administration, administrative duties and hazardous materials abatement, and provides a technical and functional leadership and training role to Asset Strategies Project Technologists regarding these practices. The position maintains project management excellence regarding scope, schedule, quality, communications, risk and budget management on all projects, and assists in developing related tools, procedures and processes. The incumbent ensures that projects undertake appropriate scope, that procurement meets public requirements, that effective project controls are put in place and that value for money is achieved in all contractual relationships.

11. Duties:	
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- Manages a broad portfolio of complex construction renovation projects on the Provincial Social Housing stock and other client organization building portfolios.
- Develops project scope, schedule, budget, risk and quality profiles and works closely with all project stakeholders to ensure that desired outcomes for each are achieved on all projects. Ensures that appropriate risk mitigation measures are in place to control risks and ensure desired results.
- Determines project scopes of work taking into consideration all relevant building condition information, feedback from Operations staff and external stakeholders, maintenance frequency, desired outcomes and program frameworks and obtains approval for project scope from management. Undertakes a thorough feasibility analysis and creates project plans to enable the effective delivery of the projects.
- Develops scope of work and coordinates and prepares appropriate documentation for the procurement of consultant and construction services to enable project delivery. Acts as contract administrator and owner’s representative ensuring value for money is obtained throughout the project.
- Provides project leadership to a team of project stakeholders including architects, engineers, consultants and contractors. Holds regular project team meetings and conducts frequent site inspections throughout the project.
- Ensures that all regulatory and municipal permitting requirements are met, and that all appropriate permits are in place.
- Undertakes internal and external stakeholder collaboration throughout the duration of the project. Creates and implements project communication plans. Responds to requests for information and facilitates the resolution of issues that could hinder the achievement of project goals.
- Administers, reviews and approves progress payments, authorizing project expenditures and contract adjustments when necessary. Keeps BC Housing management apprised of project status, financial impacts and issues of concern and provides recommendations and solutions to management and executive for consideration.
- Ensures that all building systems are operating optimally at project completion.

- Maintains a high level of construction project management expertise, with specific capacity in the areas of:
 - a. Scope management
 - b. Budget management
 - c. Schedule management
 - d. Risk management
 - e. Quality management
 - f. Communications management
- Ensures that all projects managed comply with the appropriate Design and Construction Standards and cost benchmarks; ensures corrective action is taken as necessary.
- Provides technical advice to Project Technologists, and feedback to AS Managers and Directors regarding costing, project and contracting processes, and project performance monitoring.
- Provides mentorship, advice and technical leadership support to Project Technologists regarding their day-to-day work.
- Reviews construction specifications, schematic designs, drawings and project plans from a technical perspective to ensure they incorporate BC Housing's design, construction and energy efficiency standards and provides value engineering where needed.
- Develops the project budget and forecasts costs throughout the project lifecycle. Manages the project in accordance with the budget and cash flow plan.
- Initiates project business cases and executive submissions regarding the projects.
- Researches, develops, initiates and refines new and existing procedures in order to increase the efficiency and effectiveness of the projects and ensure project management excellence.
- Reviews and assesses various documents, reports and verbal information regarding the performance of inspectors, architects, other consultants and general contractors. Acts as lead in performance evaluation based on the terms of the contract and BC Housing requirements. Develops non-conformance documents and ensures corrective actions are undertaken.
- Ensures compatibility of projects with program goals, guidelines and administrative requirements.
- Prepares summary reports to assist with the planning and coordination of the capital programs.
- Provides expertise and input to the Senior Project Technologist regarding the development/refinement of Design and Construction Standards, and provides recommendations for operating, procurement and administrative policies and practices in order to ensure effective planning and delivery of Asset Strategies' projects
- From time to time attends or makes presentation at various technical forums and seminars, maintains a good knowledge of current industry practice and building code and regulatory requirements, stays current with construction costs, project management techniques and construction law.
- Undertakes/participates on special projects for management, including but not limited to preparation of briefing notes to ministers and preparation of presentations.
- Represents BC Housing interests on various external industry projects and committees that relate to the nature and scope of the position.
- Develops, facilitates and maintains strong working relationships with internal staff, contractors, consultants, non-profit societies and local governments
- 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		

Applied Technology Diploma in Architecture, Engineering or other relevant building technology field.

Considerable project leadership experience relating to complex renovations of multi-unit residential housing, including experience managing large value contractor contracts.

Considerable experience in budgeting, managing and projecting construction costs.

Considerable related field experience inspecting new and existing buildings.

Training in the following: Project Management; Quantity Surveying Principles; Building Science; Construction 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

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
- Considerable knowledge and understanding of project management philosophies, theories and practices, including scope, schedule, risk, quality, communications and budget management
 - Considerable knowledge of construction, building science and related legislation, including by-laws, building codes, building design, municipal approval and inspection processes
 - Considerable knowledge of sustainable construction practices and the methods relating to the construction, development, remediation and renovation of multi-unit wood frame and non-combustible residential buildings.
 - Considerable knowledge of various practices relating to construction management including construction cost analysis methods, construction processes, standard forms of construction contracts, project tendering and procurement and contract management
 - Good knowledge of construction and market trends, and current knowledge of standard construction costs
 - Ability to manage a complex portfolio of diverse projects, balancing diverse interests, risks and priorities and achieve project goals within a regulatory framework.
 - Ability to analyse and solve complex and challenging issues, strategize options, form solutions, mitigate risks and make effective decisions
 - Ability to read and critique construction drawings and estimate construction costs for new construction
 - Ability to provide technical leadership, direction and mentorship to staff in construction and construction management philosophies and practices
 - Excellent planning, organizational and time management skills
 - Excellent oral and written communication and presentation skills, and the ability to communicate ideas and issues with a broad range of audiences
 - Good creative and critical thinking skills
 - Proficiency in business applications, including Microsoft Office applications and project management software
 - Valid BC Driver's Licence

- Willingness to travel on Commission business and work periodic evenings and weekends

6. Occupational Certification

Eligible for designation as an Engineer, Quantity Surveyor, Architect or ASCT (Applied Science Technologist) or CET (Certified Engineering Technologist) with Applied Science Technologists and Technicians of BC (ASTTBC)