

**Project Manager
Competition # 227-21**

| | | | |
|----------------------|-----------------------|------------------------|-----------------------|
| Department: | Facilities Management | Salary Range: | \$ 75,248 - \$ 94,059 |
| Campus: | Barrie | Classification: | Administration |
| Posting Date: | October 4, 2021 | Status: | Full-time |

Reporting to the Associate Director, Facilities Planning and Sustainability, the incumbent contributes to the successful implementation of infrastructure projects across Georgian College properties. The position creates and manages project records in accordance with department procedures and coordinates the activities of external consultants by creating statements of work and administering the contract for design or specialized studies to support the scope of the project. The incumbent leads communication throughout the project with project stakeholders (internal and external) as well as the broader college community. Specific duties include, but are not limited to:

- Acting as primary point of contact for all aspects of assigned projects
- Executing projects in accordance with department procedures and policies
- Creating, maintaining and implementing project plans. Tracking and reporting on project budget, including contract administration. Preparing estimates for infrastructure projects
- Preparing, monitoring and reporting on project schedule, adjusting as required to meet key milestones
- Monitoring projects against approved scope to ensure project requirements are being achieved at best value
- Coordinating on-site activities including booking rooms, arranging signage, submitting work requests to be completed by college staff in Facilities Management or other departments (Information Technology, Media Services, Campus Safety and Security) and scheduling inspections by authorities having jurisdiction
- Identifying, track and implement strategies to minimize project risks
- Ensuring project technical requirements are met in accordance with college standards
- Leading project meetings, assign tasks and follow-up to ensure completion of activities
- Actively managing contracts for external consultants, contractors and suppliers
- Preparing statement of work documents and soliciting quotations and proposals from external vendors in accordance with purchasing procedures
- Preparing contract documents in consultation with purchasing department for high-value procurements in accordance with Broader Public Sector (BPS) directives
- Coordinating the design, review and revision process. Reviewing consultant/contractor submissions and coordinating the review of documents with other project stakeholders. Ensuring feedback is incorporated into revised submissions
- Preparing, reviewing, negotiating and coordinating changes to contracts and prepares documentation for approvals
- Ensuring consistent application of design and material standards on all college projects
- Preparing, maintaining, reviewing and filing complete and accurate project records in accordance with department procedures
- Receiving, reviewing and organizing project records such as investigative reports, design, construction and as-built documents, shop drawings and operations and maintenance manuals
- Contributing to the development of new policies, procedures and tools to improve the project management activities of the Facilities Management department
- Collaborating with technical staff to ensure projects are implemented in accordance with college standards for design and materials and relevant building codes
- Ensuring project stakeholders are identified and provided with regular updates
- Coordinating the onboarding of new consultants, contractors, vendors with regard to performance expectations, Health and Safety requirements, etc.
- Preparing estimates and providing input to department and project fiscal year planning activities
- Regularly reviewing accuracy of project-related financial data

QUALIFICATIONS:

- Successfully completed a three-year postsecondary diploma/degree in architecture, engineering, construction, or a related field
- Registered P. Eng. or architect in Ontario considered an asset
- Certification in Project Management (i.e. PMP) is preferred
- A minimum of five years project management experience related to design or construction of facilities
- Experience preparing and reviewing contract documents, preparing and reviewing construction documents (drawings and specifications), negotiation, risk management
- Experience managing variety of projects including new construction, renovations, mechanical and electrical upgrades, and/or civil work is considered an asset.
- Experience in financial management including ability to analyze and interpret financial data, reports, statements, projections
- Strong technical ability with MS Office software (Excel, Outlook, Project, Word)

Georgian College supports diversity, equity and a workplace free from harassment and discrimination. Georgian College is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process.

Alternate formats will be provided upon request throughout the recruitment and selection process.

APPLY NOW:

To be considered for this position, please visit our website at www.GeorgianCollege.ca and apply by navigating to About Us and then to Career Opportunities.

Georgian College has a COVID-19 vaccination procedure in place. As a condition of employment, employees are required to be vaccinated for COVID-19 to work on any campus, or a facility owned, operated or controlled by Georgian College unless they have a valid medical or religious belief/creed reason for not getting vaccinated, which reason will be considered on a case by case basis and which will be subject to the College's accommodation processes.

Applications for this position must be received by **11:59 p.m. on October 17, 2021**. While we thank all applicants, only those contacted for an interview will be acknowledged.