

## Program Manager, Facilities Capital Renewal Job Number: 33879

As of 2017, the existing building and facility infrastructure totals almost 1000, with a current replacement value of approximately \$6.6 Billion. With the continued growth and aging of infrastructure, there is an increase in the number of facilities that require renewal activities.

Working within an integrated business model and utilizing the results from Facility Infrastructure Assessment activities, the Program Manager, Facilities Capital Renewal will lead a team responsible for planning of renewal activities associated with city-owned buildings and facility infrastructure (i.e. Recreation Centers, Arenas, Police Stations, Fire Halls, Transit Garages, Bus Shelters, LRT Stations, etc.) with a goal of maximizing their lifespan and minimizing costs and disruptions to public services. The Program Manager acts as the liaison and single point of contact for all facility renewal projects; working with assigned Project Managers and Project Coordinator, Facility Maintenance Services, and various facilities stakeholders.

Success in this role will be achieved by an individual who has the ability to guide and coordinate professional staff across the Branch, and other Branches who are managing programs/projects within or in close proximity to the facility infrastructure renewal programs/projects. The individual will provide guidance and oversight to ensure an environment of integrated project management that will coordinate, sequence and manage dependencies and risks associated with multiple projects.

- **Program Management**
  - Oversee, manage and direct Project Managers accountable for a variety of projects that are related by location, asset type, project type, business partner, etc. The Program Manager may also act as Project Manager on projects, as required
  - Integrally involved with the Facility Asset Management unit to develop the strategy, priorities, and plans associated with the Facility Capital Renewal Budget
  - Oversee, direct, supervise, and coordinate and execute the work of a specific team of Project Managers and Coordinators ensuring alignment with the overall Facility Asset Management strategy and corporate direction
  - Key part of duties will involve evaluating the facility investment proposals as mission enablers; and will ensure that renewal investments are made to safeguard business operations, are continuous and efficient
  - Ensure the use of project management systems and best practices to deliver projects efficiently and effectively
  - Support the alignment of processes, competencies, leadership and culture to the strategy of the Section and Unit
  - Translate strategy into operational processes, approaches, and competencies
- **Develop Budgets and Monitor Expenditures**
  - Plans, budgets, aligns and assigns the projects in a way that maximizes the skills and internal resources available to support a series of projects
  - Develop and implement unit processes and track performance measures to ensure successful delivery of projects
  - Management of program budgets and outcomes – Review cash flows, IIS Monthly Capital Reporting Sheet, etc. Provide support and the pursuit of appropriate funding sources and approvals – MSI, and other Grant funding
  - Manage, track and report program progress to ensure the program is on budget, on schedule, and within the defined scope and quality
  - Provide support to Business Partners in the development of strategies and business cases
  - Coordinate business partner, stakeholder and project team requirements for successful project delivery
  - Oversee and/or provide overarching Council reporting, with an ability to provide the appropriate level of information
  - Monitor and manage risk associated with the program
  - Apply systems thinking to manage multiple ongoing and concurrent projects, leveraging existing resources and ensuring successful delivery of the project outcomes
- **Supervision and Management of Team**
  - Oversee, direct, supervise, and coordinate the work activities and evaluates work flow of the facility assessment inspectors
  - Plan and budget for short/long term staffing requirements in consultation with other program managers within the Section
  - Manage and develop competent, engaged and efficient workforce through effective recruitment, training, performance and succession planning
  - Monitor and manage employee performance and attendance. Establish clear performance expectations; provide corrective action in accordance with City Policies and Procedures
  - Manage the development and implement strategies and mechanisms to ensure clarity of roles and responsibilities of all members of the team. Lead, motivate, coach and mentor subordinates; communicate clear vision of IIS deliverables

### Qualifications:

- Bachelor's Degree or Diploma in Business Administration, Planning or Engineering or closely related discipline
- 8 years of progressively responsible team and program/project management experience (with a Degree)
- 10 years of progressively responsible team and program/project management experience (with a Diploma)
- Comprehensive understanding of planning and design and/or construction processes related to architectural, civil, structural, mechanical, electrical, and landscaping disciplines
- Strong program/project management skills including an understanding of project management methods and techniques (PMBOK best practices)
- Provide project management oversight to community partners leading the development of capital construction projects in open spaces related to the City of Edmonton (owned, leased or supported).
- Guide the community partner in the successful management of their project, in accordance with City of Edmonton policies, procedures and processes
- Demonstrated experience leading Project Managers and multi-disciplinary teams in the delivery of projects
- Strong contract management skills including selection process, claims management and performance evaluation
- Proven planning, organizational and problem solving skills
- Experience developing and implementing communications and public engagement plans Strong conflict resolution and negotiation skills with experience in solving complex and sensitive issues Strong verbal and written communication skills, including report writing and presenting Demonstrated ability and willingness to develop strong, strategic, relationships and deliver work in a collaborative, integrated manner
- Experience managing and working with external consultants
- Ability and willingness to delegate and empower others
- **Assets**
  - Asset Management Professional designation
  - Membership with Canadian Network of Asset Managers (CNAM)
  - Coursework/training in project management; financial management; or other leadership training

***We are an equal opportunity employer.  
We welcome diversity and encourage applications from all qualified individuals.***

*Up to 1 permanent full-time position*

**Hours of Work:** 36.9 hours per week, Monday - Friday

**Salary:** \$84,597 - \$120,852 (Annually)

**Recruitment Consultant:** OP/JP

**Classification Title:** PT3 - Business Services

**Posting Date:** Oct 5, 2018

**Closing Date:** Oct 26, 2018 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Permanent Full-time

**Union:** Management

**Department:** Infrastructure Planning and Design

**Work Location(s):** 14th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4



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