



Senior Project Manager, Planning Office

Competition Number: E30.24	Probation/Trial Period: 6 months	Job Type: Continuing
Classification: CMP 8	Hours: 35 hours per week	Status: Existing
Department: Planning Office	Funding: Budget	Date Posted: 09/09/2024
Employee Group: Excluded	Start Date: As soon as possible	Closing Date: 09/29/2024
Position Category: Full-Time, Continuing	Location: Winnipeg, MB	Salary Range: \$89,335 - \$113,167

The Planning Office is responsible for capital projects and renovations and plays a key role in planning for the future of the University of Winnipeg Campus.

The **Senior Project Manager is a full-time continuing** position within The Planning Office tasked with developing the policies and procedures for construction and renovations and overseeing physical renovations/construction to existing facilities. The successful candidate will also function as the University's Asbestos Management Officer and the lead administrator of all architectural, structural, building, and fire code reviews.

Responsibilities:

- Assists in developing procedures governing renovation projects on campus.
- Asbestos Management Officer (in consultation with Health and Safety):
 - Ensuring abatement procedures and methodologies are documented.
 - Ensuring remediation activities follow procedures and methodologies.
 - Coordinates the records of abatement.
 - Issues work permit remediation activities.
 - Ensures activities are coordinated with internal departments as required.
 - Maintains an accurate list of the asset retirement obligations (ARO) inventory.
- Lead administrator for architectural and structural modifications.
- Participates in the hiring of University project management staff as required.
- Manages and assigns tasks to University project management staff as required.
- Maintains Planning Office records and directs staff in records management.
- Assists in development and maintenance of standards and practices related to infrastructure and construction projects to ensure consistency and compliance.
- Ensures the University's standards and policies are understood and followed by external contractors.
 - Point of contact for City authority for renovation/construction projects.
 - Manages and maintains fire evacuation plans for major construction projects and existing buildings on campus.
- Advises the Director, Planning Office on building and fire code issues and on technical building/construction matters.
- Develops detailed budget proposals and assists in setting priorities for future projects
- Coordinates the selection of pre-qualified contractors.
- Coordinates with Facilities Management the development and management of university drawing records. Ensuring the drawings are updated and maintained when projects are undertaken.
- Manages the development, planning, scheduling and budget of renovation/construction projects.
 - Develop and maintain accurate up-to-date project files.
 - Manage external professional consultants.
 - Point of contact for professional consultants, liaise between consultants and clients.
 - University Project Manager for large scale projects involving external project management services.
 - Manage project budget.
 - Develop overview of the project.
 - Manage or oversee the development of detailed "scopes of work".
 - Manage drawing documentation.
 - Manage or oversee project administration after purchasing for projects.
 - Manages internal project management staff and supports their work on University projects.
 - Responsible for Tendering, Invitation to Bid and Award of projects in coordination with Purchasing.
 - Hires general and sub-contractors for small contracts.
 - Organizes and participates in inspections of hired contractors.
 - Informs all contractors of University rules, locations of asbestos and general conditions.
 - Performs or manages close-out procedures.
- Reviews consultant and contractor issued documentation.
- Reviews and consults with professional consultants, sub trade shop drawings, prior to approval and fabrication and/or installation.
- Creates and reviews project documentation.
- Oversees the tendering process related to projects.
- Ensure purchase orders are prepared and approved.
- Determines and documents technical specifications for standard products to meet or exceed University requirements.
- Supervises renovation/construction projects on behalf of the University.
- Reviews invoices of related projects prior to approval.
- Conducts routine inspections of job sites.

- Compiles, administers, enforces, and reviews inspection reports, deficiency reports, proposed change notices, change orders and other project related documentation, for final approval by the Director, Planning Office.
- Manages and oversees related warranty work orders.
- Receives, reviews, and distributes project commissioning documentation.
- Manages or oversees organization project progress meetings.
- Acts as adviser prior, during and post renovation/construction projects.
- Catalogues and maintains Project Log documentation.
- Maintains complete project records including copies of statements of work, invoices, purchase orders, change requests, etc.
- Prepares and develops renovation project standards and procedures.
- Maintains a registrar of cost estimates to facilitate future cost estimating.
- Assists in the preparing annual budget for proposed renovation or construction.
- Assists in preparing and setting priorities for development of projects.
- Participates in the development of proposals for grants and potential projects.
- Provides preliminary estimates of budgets for proposed renovations.
- Participates in staff performance reviews as required.

Qualifications:

- Undergraduate or graduate degree in Architecture, Engineering or Construction Management preferred.
- A diploma in a field related to (building) architecture, construction management, or engineering, with appropriate professional certifications and significant experience may be considered.
- Professional licensure from a provincial body would be considered an asset (MAA, P. Eng., for example)
- Formal training and demonstrated experience in Construction Project Management (PMBOK) required; Masters in Project Management would be an asset.
- WHMIS certification.
- Eligible for membership in the Manitoba Building Envelope Council (MBEC); Architectural Building Technologies Association of Manitoba (ABTAM); Project Management Association of Canada and/or Construction Specifications Canada (CSC), existing membership would be considered an asset.
- Credentials from a sustainable building program (LEED, for example) would be considered an asset.
- Minimum 7 years of equivalent experience including building design, drafting, construction/renovation management, maintenance and project management in a commercial and/or institutional environment (i.e. where it pertains to Part 3 of the National Building Code).
- Experience in a campus setting would be considered an asset.
- Minimum 5 years of experience in commercial and/or institutional construction/renovation inspections.
- Must have demonstrated experience in managing internal staff, external consultants, contractors and vendors and administrative skills.
- Working knowledge of the current release of AutoCAD is required.
- Working knowledge of Revit or similar BIM software would be considered an asset.
- Must have demonstrated effective oral and written communication skills.
- Must have proven leadership and facilitative skills and ability to work well with a variety of clients, contractors and internal staff.
- Must have demonstrated construction document/analysis/interpretation, construction documentation creation and interpretation skills.
- Must have demonstrated construction specification writing skills and experience.
- CSC Registered Specifications Writer (RSW) or Certified Specification Practitioner (CSP) certification would be considered a significant asset.
- Must have demonstrated knowledge of building and fire codes.
- Must have proven understanding of hazardous materials inspections regarding asbestos.
- Must have demonstrated knowledge of architectural, structural, mechanical, electrical, and specialty product design and construction techniques and all relevant codes.
- Must have proven understanding of safety documentation interpretations skills (WHMIS, first aid, Hazardous Material Awareness, etc.).
- Must have strong analytical skills.
- Must have proven ability to establish and maintain accurate project documentation, records, etc.
- Must have demonstrated ability to work in a committee either as the chair or a member. Either by leading or in an advisory capacity.
- Must be customer oriented.

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

Condition(s) of Employment:

- Must be legally entitled to work in Canada.

The salary range for this position will be from \$89,335 to \$113,167 annually.

Note: The work described in this posting will be conducted in-person.

Please apply online through our applicant tracking system: [Senior Project Manager, Planning Office - University of Winnipeg \(northstarats.com\)](http://northstarats.com)

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