The Project Manager, Facilities Services manages capital renovation projects at all stages of the project life cycle for the Vancouver Campus. The Project Manager participates in the planning and development of all buildings and facilities by overseeing design and space planning, negotiating contracts for independent contractors and consultants, and supporting the overall daily operations and maintenance needs of the campus. The Project Manager is also a member of the Emergency Operations Centre and participates in the Life, Safety and Emergency Preparedness programs.

DUTIES AND RESPONSIBILITIES

1. **Manages capital renovation projects by:**
   - meeting with departments to discuss needs and understand priorities, expectations and requirements relating to departmental upgrades and renovation projects.
   - developing and executing programs for all stages of project life cycle including conducting preliminary estimates, developing and creating the breakdown of work and timelines, organizing financial details, controlling and mitigating issues that arise and ensuring work is complete and accounts are reconciled.
   - offering sound advice around feasibility, scope, timeline, and budget to project stakeholders.
   - sourcing specialized contractors and independent consultants and negotiating terms and conditions of contracts.
   - observing proper procurement processes and facility operations limits by ensuring contracts are executed effectively and all vendors are treated fairly.
   - maintaining regular contact with clients and keeping them updated on progress.
   - conducting final inspections, tracking warranties, and resolving deficiency items.

2. **Oversees and maintains effective space planning and design techniques by:**
   - creating, updating and maintaining accurate building records, floor plans, design schematics and space inventory databases.
   - keeping up to date with new concepts and trends in commercial and university design practices.
   - evaluating furniture conditions, conducting preventative maintenance, and recommending replacement.
   - maintaining a sample library of fabrics, laminates, paint colours, and other product finishes.

3. **Carries out associated administrative responsibilities by:**
   - overseeing all aspects of the project account including budget preparation, tracking of expenditures and reconciliation.
   - reviewing, approving, and monitoring unplanned expenses and changes to scope or timeline that result in additional expenses.
   - reviewing and authorizing invoices for payment.
   - ensuring chargebacks and pre-approved debits relating to work completed are processed for internal departments prior to closing a project.
   - coordinating and overseeing the work of contractors and temporary support staff. Provides orientation, training and allocates and prioritizes work assignments as needed.
   - providing support to other Facilities Services Managers regarding the daily operations and maintenance needs of the campus. Assesses the conditions of campus buildings, arranges for repairs and general maintenance as necessary, oversees the delivery of janitorial and security services from the respective contractors, building systems and mechanical maintenance, ensures departmental budgets are within limits and identifies budget shortfalls, and conducting monthly reconciliation and departmental chargebacks for work completed.

4. **Participates in Life, Safety and Emergency Preparedness programs by:**
   - ensuring compliance with building codes, safety regulations and WorkSafe procedures by reviewing building codes and regulations, checking that drawing and floorplans meet code, engaging external consultants for advice and overseeing the work of contractors to ensure proper procedures are followed.
• being available on-call and acting as a primary responder for after-hour campus emergencies.
• serving as a member of the Emergency Operations Centre (EOC).

IMPACT OF DECISION MAKING

The Project Manager, Facilities Services is responsible for:
• project design and construction processes for assigned capital projects.
• approving contractor proposals for services by capital project budgets.
• authorization of staff or contractor overtime for emergency services or repairs.
• approving the purchase of goods and services within predetermined budget limits.
• determining campus and department needs by reviewing industry standards and trends to ensure departmental goals, objectives, and strategic plans are met.

RELATIONSHIPS

Establishes and maintains relationships and alliances. Maintains effective communication. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

QUALIFICATIONS

Diploma in Architecture or Interior Design and five years of related experience in project management and commercial design for renovation projects or an equivalent combination of education, training and experience.
Excellent knowledge of the principles, best practices, methods, materials, tools and equipment used in project and construction management.
Good knowledge of building codes and municipal by-laws.
Excellent interior design skills, specifically in relation to principles of commercial and educational design.
Excellent project estimating and project management skills.
Excellent financial administration skills.
Excellent human resource management, leadership, supervisory and team management skills.
Excellent interpersonal, communication (verbal, written) and customer service skills.
Excellent analytical reasoning, problem solving and decision making skills.
Proficient in the use of standard office applications, enterprise level information systems and drafting software (e.g. MS Office, MS Project, PeopleSoft, Ungerboeck, AutoCAD).