

Project Manager, Construction



Job Title:
Project Manager, Construction

Job Number:
J1021-0062

Job Code:
NU129

Job Category:
Project Management

Department:
Facilities Management & Construction Services

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
Replacement

Number of Positions:
1

Hours of Work:
35 hrs/wk

Date Posted:
October 8, 2021

Closing Date:
November 5, 2021

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQ+ communities, to apply.

Position Summary

Under the direction of the Manager, Facilities Construction Services, the Project Manager, Construction provides expertise and leadership for coordinating all aspects of the design, permitting and construction of facility capital projects.

The Project Manager oversees all aspects of the building process from inception to completion and is responsible for ensuring the project is constructed on budget, on time and within scope. The Project Manager reviews and directs the work of staff, consultants, and contractors to develop plans, drawings, specifications, schedules, and budgets. They also oversee the planning, design, implementation, and tracking of specific strategic projects for Facilities Management & Construction Services.

FMCS maintains the City's diverse portfolio of facilities, thereby supporting the full range of municipal services provided to the community. Under the supervision of the Manager, Facilities Construction Services, the Project Manager works as an effective complement to support the department's facility design and construction initiatives and capital construction projects.

Provide day to day construction management of a wide range of complex projects including multi-million-dollar capital facility construction projects.

Apply sound project management practices and methods during the entire project lifecycle including research, design, implementation, public engagement, measurement, and follow up as well as using effective documentation and technology to manage the project and communicate progress.

Manage the design and construction team (including architects, engineers, and contractors) involved with the design, construction, and renovation projects for FMCS department and internal corporate departments as well as external boards, agencies and associations which make use of City facilities.

Determine and define the scope of work (construction activities) and deliverables for a facility construction project.

Predict the resources needed to complete the construction project.

Assist the Manager, Facilities Construction Services with improving the established project management best practices and methods.

Assist the Manager, Facilities Construction Services with development and updating of the facilities construction project management guidelines and facilities design criteria manual.

Assist the Manager, Facilities Construction Services with the strategic planning of facilities design and construction (included all phases of facilities development, sustainability and full life cycle operation and cost) for implementation of changes that will achieve Net Zero Energy.

Respond to general inquiries from the public, elected officials, committee members and staff.

Able to apply technical expertise and judgment as well as professional architectural and engineering services.

Prepare and stamp drawings and reports as needed.

Plan the work and tasks for the facilities construction project.

Prepare the Project Management Plan, including Project Charter, Budget, Schedule, risk Register and organizational Chart.

Obtain necessary permits, approval and other regulatory approval required for the facility construction project.

Ensure site safety, environmental standards, quality of materials and quality of workmanship meet or exceed identified standards.

Negotiation and resolution of conflicts with consultants and contractors.

Assist the Manager, Facilities Construction -Services with the negotiation and resolution of construction claims.

Assist the Manager, Facilities Construction Services with development of policies, procedures, and standards with respect to facilities design and construction including, energy efficiency (greenhouse gas emissions), project management, design criteria, procurement, accessibility, FADS guidelines, compliance to relevant codes and regulations, and overall customer service.

Work with the Municipal Accessibility Advisory Committee on project checklists for recommendations and the Corporate facility accessibility design standards compliance for all capital facility projects that certifies that the City has met the recommendations and standards.

Assist with pursuing various grant opportunities and funding such as working with the Office of Strategy, Innovation and Partnerships to identify opportunities, create conceptual plans and designs, cost out and build the business case to support the requirement of grant applications related to facilities as well as support other initiatives Develop and manage contracts with various external parties.

Demonstrate strategic thinking and sound judgment to prioritize and organize various project phases in line with Council and Corporate priorities/workplans and risk analysis.

Coordinate efforts across the entire project between the client, architects, designers, engineers, and the contractor.

Interact with the entire project team to ensure work completed meets project specifications within agreed to timelines.

Manage the project scope to ensure the project is completed within scope.

Manage the project schedule to ensure the project is completed on time.

Manage the project budget to ensure the projects is completed on budget.

Manage the risk register to ensure all project risks are identified, managed, or mitigated.

Provide professional opinion, advice and guidance to senior management and other City departments on the projects, policies, programs, and services provided within the FMCS department and with respect to relevant corporate initiatives.

Prepare reports to City Council and Committees.

Provide written and verbal responses to relevant inquiries from Council and members of the public.

Support or attend public, committee and Council meetings as required.

Produce procurement documents in accordance with the City of Kingston purchasing bylaw to be posted publicly or sent directly to proponents. Evaluate proponent submissions and aware contracts based on scoring criteria. Submit purchasing requests through the City's FMS system.

Following the City's Purchasing Bylaw, procure consultants and construction services for facility design and construction projects.

Review RFP submissions and assist other PMs with RFP reviews.

Able to apply technical expertise and judgment as well as professional architectural and engineering services.

Prepare and stamp drawings and reports as needed.

Other duties as assigned.

Provide technical support to maintenance operations.

Support unforeseen community organizational needs.

May be required to support Emergency Management Response efforts as an essential service.

Qualifications, Competencies

Degree in Architecture, Civil Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, or a related field.

3 to 5 years of recent and relevant experience in capital design and construction project management.

Professional designation in good standing with related society or association (e.g. P.Eng., OAA, etc.)

Licensed Architect or Engineer, an asset.

Focus on facilities restoration, expansion, and new construction, an asset.

5 to 10 years experience with multi-million-dollar construction projects, an asset.

Experience with Heritage restoration projects, an asset.

Project Management Certification, an asset.

LEED Accreditation, an asset.

Skills, Abilities, Work Demands

Superior project management skills with an ability to apply sound project management to the implementation of complex projects as well as energy and asset management programs for facilities.

Excellent interpersonal skills with the ability to achieve consensus through communication and facilitation. Able to oversee change management while responding effectively to the expectations and needs of internal and external stakeholders.

Ability to establish positive relationships with the public, City staff, Council, committees, and related organizations at the local, provincial, and national levels.

Ability to build trust and credibility in a politically sensitive role with competing demands and priorities.

Ability to think strategically, anticipate and consider large scale issues and develop credible short-term as well as long-term strategies.

Ability to research and analyze complex issues.

Sound knowledge of financial modeling related to capital projects.

Strong knowledge of the City's municipal policies, procedures, by-laws and applicable legislation and regulations.

Working knowledge of relevant municipal, provincial, and federal government processes, acts, and legislation such as the Occupational Health & Safety Act, and the Accessibility for Ontarians with Disabilities Act, 2005 and standards.

Strong computer skills including MS Office.

Highly developed analytical and research skills with the ability to formulate solutions to complex issues

Ability to think strategically and deliver results

Ability to manage financial, human, and physical resources.

Ability to evaluate the effectiveness of decisions and the application of control and management processes.

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a team.

Ability to lead and motivate staff and provide guidance on strategic, operational, and technical matters.

Ability to work in a politically sensitive environment while demonstrating tact and diplomacy

Strong work knowledge of City purchasing principles and contract law.

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.



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