

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Project Manager, Building Design & Construction

**DEPARTMENT:** Public Works & Engineering

**POSTING NUMBER:** 104705

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35-hour workweek

**LOCATION:** Hybrid Model – when working onsite, you will report to the location of West Tower.

**SALARY GRADE:** 7

**HIRING SALARY RANGE:** \$107,156.00 - \$120,551.00 per annum

**MAXIMUM OF SALARY RANGE:** \$133,945.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** June 22, 2022

**CLOSING DATE:** July 6, 2022

Project Planning and Validation Team:

Seeking one (1) Project Manager within the Project Planning and Validation Team with considerable knowledge and experience in project management, construction site management, stakeholder management and technical support, and coordination with internal City divisions /external agencies. The Project Manager works as a part of a larger integrated delivery team which is responsible for the implementation of state of good repair (SOGR), interior office moves, renovations, additions, and new construction projects. The Project Manager may lead teams of staff, external consultants, and contractors to carry out multiple projects and oversee all aspects of projects; from the project initiation phase to close out. The Project Manager's primary responsibility is to carry out project validations and deliver the annual Capital State of Good Repair Budget.

## **AREA OF RESPONSIBILITY:**

Reporting to the Manager of Building Design and Construction, this position is responsible for effective and efficient project development and / or project management to the standards required

by legislation and the City. The projects include construction of new facilities, state of good repair projects, interior office space alterations and renovations and additions.

1. Project Development. Responsible for the development of the projects and work orders from start to finish. This includes developing projects for funding approval, site visits and inspections, defining the project scope and required activities. Must have solid understanding of architecture, construction planning, and engineering to develop hard and soft cost budget estimates. Identify all risks associated with the project and assign contingencies to manage the risks. Understand all implications and establish priorities and recommendations in the context of the City's multi-year capital plans, the Corporate strategic plan, the funding requirements and funding limitations.
2. Project Management. Responsible for all aspects of leading the project from start to finish. Provide expertise and technical/professional knowledge to advise other professionals in the delivery of project services to clients. Prepare and evaluate procurement documents and consultant proposals and make recommendations for Council approval. Work collaboratively with other departments, committees and various advisory groups. Plan, schedule and coordinate all activities related to successfully implementing state of good repair, interior office moves, renovations, additions and the construction of new facilities. Provide advice, guidance and technical assistance for all projects. Coordinate the design and development of project drawings and specifications. Make recommendations in accordance with legislation and Corporate Standards. Ensure a positive working relationship with clients, area municipalities and other Government bodies to ensure a coordinated construction. This oversight during the conceptual design continues through the tender phase, as well as construction and commissioning phases. Prepare project contracts and use expertise to read and interpret drawings and specifications. Apply technical knowledge to all site plan approvals, building/fire codes and accessibility guidelines and construction techniques. Develops a risk management and action plan, monitor risks, take the appropriate action proactively to minimize potential negative impact of the risks on the project, and report on risk responses. Administration duties include creating the capital project synopsis summaries, project charter, project schedules and governance.
3. Project human resource leadership. Manage project teams including staff, external consultants and contractors to effectively implement new construction and renovations. Identify tasks and assign responsibilities. Have overall responsibility for schedules and project budget, track progress, provide day-to-day guidance for decision-making, inspect and supervise work. Provide all aspect of supervisory responsibilities including labour relations and mentoring to staff. Ensure the effective and efficient resolution of issues.
4. Financial accountability. Establish preliminary and final budgets for projects. Ensure budget control is in place and monitor expenditures during all phases. Coordinate the procurement process with Purchasing, Legal and project stakeholders. Ensure project delivery within the agreed budget and schedule. Analyze the impact of project deferrals, cost overruns, delays and informs client groups. Recommend measures to ensure the project requirements are addressed accordingly.
5. Reporting. Effectively coordinate all documentation, including all correspondence from architects, engineers, building inspectors, contractors and sub-contractors. Prepare detailed and timely status and progress reports on projects, attend meetings to present reports as required, i.e. Council, Committee meetings, various advisory and steering committees meetings. Create and implement a communication strategy for all projects to keep stakeholders informed. Attend public meetings to make presentations and respond to queries about construction projects. Ensure all closeout documents are acceptable. Establish and maintain project information to support management information systems (e.g. cost control sheet, quantity survey data etc.)

6. Advises and recommends. Use own personal expertise and technical/professional knowledge to compose or interpret technical reports, provide recommendations and direction to other professionals in the delivery of project services to clients. Evaluate tender documents, engineering reports and consultant proposals and makes recommendations for Council approval. Work collaboratively with other departments, committees and various advisory groups. Provide advice, guidance and technical assistance for all construction and renovation projects throughout the organization. Ensure a positive working relationship with clients, area municipalities and other Government bodies to ensure coordinated construction.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- University degree in Engineering (Electrical) or an equivalent combination of education and experience in the application of the principles and practices of facility operations and construction.

### **REQUIRED EXPERIENCE:**

- Over 5 years of progressive project development and/or implementation experience, in state of good repair, renovation and multi-phased major building projects, preferably in the public sector
- Strong administrative and budgetary skills involving building capital programs and operating budgets
- Over 5 years' experience managing professional staff, consultants, construction firms and general contractors and leading project teams
- Municipal experience including as a consultant to a municipality is preferred.

### **OTHER SKILLS AND ASSETS:**

- Professional designation or eligible to obtain P.Eng. Designation, PMP or membership in Project Management Institute (PMI) preferred.
- Knowledge and application of project management methodology, construction techniques and materials
- Demonstrated knowledge of applicable codes and government legislation including (but not limited to) the Occupational Health and Safety Act and its Regulations, the Construction Lien Act, The National Fire Code, Ontario Building Code, Construction Standards Association, etc.
- Exceptional communication skills both written and oral (English)
- Computer proficiency with MS Office Suite (Word, Excel, PowerPoint) project software and AutoCAD
- A valid Ontario Driver's License Class "G" and the use of a personal vehicle for site
- Must be able to wear personal protective equipment

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Alternate formats will be provided upon request.**

**Interview:** Our recruitment process will be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #104705 by July 6, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*