

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: Manager, Building Design & Construction

DEPARTMENT: Public Works & Engineering

POSTING NUMBER: 104921

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: 8

HIRING SALARY RANGE: \$120,400.00 - \$135,450.00 per annum

MAXIMUM OF SALARY RANGE: \$150,500.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: July 25, 2022

CLOSING DATE: August 8, 2022

AREA OF RESPONSIBILITY:

Reporting to the Director, Building Design & Construction, the Manager of Building Design & Construction is responsible for managing a multidisciplinary team of staff and external contractors, resolving specific operational and project issues and contributing to the establishment of Divisional policies and procedures.

1. **Project Management.** Responsible for management of all aspects of building construction from start to finish including renovations and accommodations planning. This includes overseeing and managing a team of professionals that delivers high quality, timely and cost effective services and solutions to operating units that may require a wide range of planning and capital construction services. Including but not limited to: client consultation; cost benefit analysis; feasibility studies; technical review; budget estimates including hard and soft cost budget estimates, a schedule. Identify all risks associated with the project and assign contingencies to manage the risks as well as understand the implications and establishment of priorities with recommendations in the context of the City's multi-year capital plans, the Corporate strategic plan, the funding requirements and funding limitations; forecast, develop, and implement short and long term financial budgets related to facilities requirements; procurement assistance; implementation and post construction reviews and warranty issues.

Applies technical knowledge of all legislation when advising staff and monitors the team's portfolio of projects to minimize the risk of project schedule slippage and over budget scope creep. Monitors work assigned to team. Develop a risk management and action plan, monitors the risks, takes the appropriate action to proactively minimize the potential impact and communicate the actions taken.

2. Leadership. Determines staff resource requirements, financial and operational plans. Manages a multi-discipline team comprising of union, non union, management staff, permanent, contract and part time. Responsible for all related labour relation issues including recruitment, hiring, training, performance appraisal, professional development and discipline up to and including dismissal to ensure skilled and competent resources. Continually evaluates the operation and service plan to ensure appropriate allocation of resources and makes recommendations for improvement. Mentors and leads team on how to effectively and efficiently manage external design firms and contractors contracted to specific projects. Provides assistance with negotiating to ensure agreement on contentious issues. Assess staff development needs.
3. Financial accountability. Prepares, monitors and reconciles current budgets, and the capital project budgets as required. Ensures that projects are regularly and accurately updated on cost control financial tracker. Ensures budget control is in place for all projects and monitors during all phases. Ensures all projects are completed on time and on budget. Oversees the preparation of all policies and procedures e.g. tender documents, council reports etc.
4. Reporting. Develops and implements project control systems, cost evaluation methodologies, performance evaluation criteria for consultant selection in accordance with approved Corporate policies and guidelines. Prepares reports for Council and various Committees. Oversees the preparation of documents to award and amend purchase orders and contracts. Ensures status of all projects is communicated according to project methodology and City protocol. Attends meetings to present report as required e.g. Council, and various Committees. Creates and implements a communication strategy to keep stakeholders informed. Attends public meetings to make presentations and respond to queries about construction projects. Ensures closeout documents are acceptable.
5. Consultative Advisor. Oversees the preparation of specifications for new work and service contracts. Develops strategic policies and programs to meet the long-term needs of the City's capital implementation requirements. Takes a lead role in the implementation of vendors of record for the section and administer these contracts. Develops policies and guidelines for all operations pertaining to the section. Analyses and recommends acceptance of consultant and construction contracts. Provides direction to consultants of all disciplines. Negotiates and coordinates ongoing relationships. Ensures construction contracts and drawing specifications are properly executed. Works collaboratively with stakeholders, committees and various advisory groups.

SELECTION CRITERIA:

EDUCATION:

- University Degree in Engineering or Architecture or Construction Management or Administrative Studies or Interior Design or an equivalent combination of education and experience in the application of the principles and practices of facility operations and construction.
- Professional designation and membership in CIP, OAA or PEO or ARIDO, or PIP or PMI preferred

REQUIRED EXPERIENCE:

- 5 years experience managing professional staff, consultants, construction firms, general contractors, leading project teams, project development, state of good repair, renovation and multi-phased major building projects, preferably in the public sector. Particular training

or experience in facilities planning/management codes and legislation, construction-related practices or the approved equivalent combination of education and experience.

OTHER SKILLS AND ASSETS:

- Demonstrated experience in managing a large, multidisciplinary team of unionized, technical and professional staff both in-house and contract.
- Extensive experience in the direct management of a facility-planning portfolio for multiple client groups.
- Extensive working knowledge of building planning and design principles, concepts and procedures; the concepts of universal and alternative office planning principles; types and costs of office amenities; heating ventilating and air conditioning systems; building codes and fire codes; security systems, accessibility issues and other legislation including the Occupational Health and Safety Act, Construction Lien Act, CCDC and OAA contract documents, etc.
- Demonstrated ability to lead, motivate, coach and coordinate related activities of staff and contracted professionals
- Proven experience with directing multiple teams for the relocation and accommodation of multiple clients.
- Computer proficiency and experience with MS Office Suite (Word, Excel, PowerPoint, MS Project) and software applicable to construction projects.
- Knowledge and application of project management methodology, construction techniques and materials
- Excellent communication, presentation and interpersonal skills to deal effectively with staff, political representatives, consultants, contractors and the public.
- Any of the following: Membership in the Professional Engineers of Ontario or the Ontario Association of Architects, or Association of Registered Interior Designers of Ontario or an acceptable equivalent combination of education and experience.
- Possess a valid Ontario Driver's License Class "G", and the use of a personal vehicle for site visits.
- Able to wear personal protective equipment as required to visit job sites.

***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 quoting **reference #104921 by August 8, 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 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.