



| | |
|--------------------------|---|
| Posting Id | 2866 |
| Department | Infrastructure and Engineering Services |
| Division | Facility Management |
| Section | Facility Engineering |
| Job Grade | Admin Grade 07 |
| Rate of Pay | \$62.93 - \$73.00 Hourly |
| Job Type | Temporary Full Time - Contract |
| Contract Length/End Date | 18 months |
| Replacement/New | Replacement |
| Position | |
| Posting Type | Internal and External |
| Posting Date | 01/27/2025 |
| Application Deadline | 02/16/2025 |

Project Manager, Life Cycle Planning

Position Summary

Under the direction of the Division's leadership team, this position will be responsible for identifying the life cycle requirements for the City's facility assets and aligning areas of opportunity to maintain these assets at the Council-mandated Facility Condition Index (FCI) level. This position will work to advance the life cycle planning program and support the capital planning of all facility assets using a risk-based approach to achieve the lowest long-term cost for the City while maintaining service levels across the facility asset portfolio. This position will also work in conjunction with Corporate Asset Management to align the capital needs of facilities with that of the City's corporate asset management plan to meet all regulatory requirements.

Key Duties and Responsibilities

- Play a leadership role within the Division in the preparation of the annual capital budget, preparing the annual capital forecast for facility assets, and compiling other reports as necessary to support sound capital planning decisions.
- Guide development of scope, budget, return on investment (ROI) analysis, business cases, and other supporting documentation as required for capital planning activities.
- Ensure supporting capital documentation is compiled (i.e. feasibility studies, condition audits, costing reports, budget worksheets, etc.) by working with all Project Delivery and Technical Services staff to ensure sound capital planning.
- Responsible for supporting and updating Division plans and finding key opportunities to incorporate these requirements into the capital plan (i.e. accessibility, energy, regulation updates, etc.).
- Thoroughly review available project background information and historic data to properly define project requirements.
- Establish objectives by engaging with stakeholders to set project scope and requirements to ensure the project is aligned with corporate priorities and does not conflict with any relevant City programs, policies, by-laws or Master Plans.
- Collaborate with cross-departmental teams/committees that will support the City's capital program.
- Responsible for developing supporting policies, procedures and strategy framework for the Facility Asset Life Cycle program.
- Act as the Division's subject matter expert in maintaining and auditing the City's Life Cycle Planning software program.
- Work collectively with the City's IT Department and the third-party vendor to manage the life cycle planning software.
- Work with third-party consultants to coordinate yearly facility audits.
- Establish reports, standards, goals, and performance targets for metrics and key performance indicators to validate the success of the capital program.
- Undertake analysis and develop strategies to manage to support the capital planning of facility assets using a risk-based approach to achieve the lowest long-term cost for the City while maintaining service levels across the facility asset portfolio.
- Participate in and support requirements relating to the Enterprise Asset Management system (EAM) and provincially regulated Corporate Asset Management plan as it relates to facility assets.
- Align Facility Management capital planning goals with Corporate Asset Management.
- Keep the Manager, Capital Planning and Delivery and others informed about issues that may impact capital planning and project delivery.
- Maintain up-to-date knowledge of emerging practices, concepts and industry drivers that may impact facility asset management and/or may need to be implemented divisionally
- Required proficiency in and abiding by the City's Purchasing and Financial Control By-laws, including familiarity with various contract types.
- Provide technical support to City Financial Services and Procurement Division and respond to all procurement questions and request for clarifications during the tendering period and prepare any associated addendums that need to be issued during the tendering period.
- Responsible for contract negotiations, procurement meetings, and award documentation including staff reports, background reports, and obtaining all necessary approvals as per the City's By-laws.
- Manage the Division's project close-out activities by compiling close-out information and updating the life cycle planning software accordingly.
- Responsible for responding to all Councillor, internal staff and resident inquiries and resolution of all complaints that are escalated.
- Responsible for ensuring all work is completed in accordance with the City's PMO processes and procedures.

Education and Experience

- Degree in Engineering, Architecture, Business or a related field
- Professional Engineer (P.Eng.), Licensed Architect (OAA), Chartered Professional Accountant (CPA), or equivalent designation.
- Project Management Professional (PMP), considered an asset.
- 7 years of progressive experience

Required Skills/Knowledge

- Proficiency in life cycle asset management processes within a diverse facility portfolio
- Knowledge of asset management concepts
- Experience in managing short and long-term capital planning processes specific to the renewal of facility assets
- Considerable knowledge of Life Cycle Planning software (VFA Facility Capital Planning)
- Experience with SAP Enterprise Resource Planning, IBM Maximo, AutoCAD, and Asset Management systems is an asset
- Proficiency in Microsoft Office Suite applications
- Must have excellent planning, decision-making, interpersonal, presentation, time management, facilitation, collaboration, communication, and negotiation skills
- Well organized, independent and highly motivated, with the ability to handle multiple responsibilities, set priorities, problem solve and work with all levels of staff while appreciating the responsibility of meeting prescribed and conflicting deadlines
- Extensive technical knowledge, and understanding of constructability
- Knowledge of project management methodologies
- Knowledge of design and construction processes within the architectural, engineering and construction fields
- Proven interpersonal skills to foster and maintain cooperative working relationships with a variety of internal stakeholders, demonstrating high proficiency in conflict resolution skills
- Demonstrated knowledge of the Occupational Health and Safety Act, Ontario Building Code, and any other relevant legislation.
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for corporate business use.

Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

To apply:

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2866/>. Application deadline is February 16, 2025 at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.