



## **JOB DESCRIPTION**

**TITLE:**                   **MANAGER, CONSTRUCTION PROJECTS**

**DEPARTMENT:**       **Engineering**

**Position Last Evaluated: Feb 2015**

**Job Desc. Last Updated: Apr 2020**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Manager, Engineering Projects, the Manager, Construction Projects is responsible for the management of capital projects. This position oversees the work of the project team, contractors and consultants, and acts as project liaison with other City departments, outside agencies, private utilities, and the public.

This position is responsible for the management of the City's Construction Crew and manages the annual planning and coordination of projects for the Crew.

The Manager, Construction Projects exercises considerable independent judgment and action. Only complex matters of major impact or policy are referred to the Manager, Engineering Projects. Work is evaluated in terms of achieving departmental objectives and in the timeliness and cost effectiveness of the project planning, execution and cost control.

### **NATURE AND SCOPE OF WORK**

Manages capital projects through full cycle from project initiation through to project closeout in accordance with the City's Project Management Framework

Manages the prioritization, scheduling, administration and construction of project assigned to the construction crew. Manages the manpower requirements and estimates of materials and supplies needed to complete construction projects. Establishes methods to meet work schedules and budgets based on available labour, equipment and materials.

Provides direction on and oversees project management activities including project scope, objectives, budget, stakeholders, success factors, deliverables, and quality measurements.

**NATURE AND SCOPE OF WORK (Cont)**

Leads project teams with diverse technical skill sets and experience while holding accountability for completion of deliverables.

Performs the role of owners representative by reviewing and approving design and project decisions made by consultants working under his/her supervision.

Prepares tender documents, manages the tender process, administers construction contracts, and provides direction and oversees contractors and construction inspection staff on assigned capital projects.

Develops requests for proposals, evaluates and selects proponents, and manages contractors and consultants' work and deliverables.

Prepares, oversees and is responsible for the project budget on assigned Capital Projects.

Reviews and certifies as-constructed information for consistency, completeness and accuracy.

Prepares reports to the senior management, Council and others on issues related to assigned projects.

Prepares civil engineering design drawings and technical reports for capital infrastructure projects.

Responsible for stakeholder management for projects and ensuring that appropriate public consultation for projects is completed. Represents the City in discussions with internal and external stakeholders, prepares public project information such as notices, information websites, project signage or other material necessary for successful communication.

Monitors work to ensure all standards, specifications and regulations are enforced consistently, and ensures accurate construction documentation is obtained and recorded.

Develops short and long range construction plans and schedules to make the most effective use of available resources.

Implements measures to improve construction work methods, quality of service and safe working conditions.

Manages through subordinate supervisors a large group of staff engaged in the delivery of services. Participates in the selection, appointment and appraisal of staff and approval of training programs, and recommends promotion, discipline and termination as appropriate.

Performs duties as assigned in the City of Nanaimo Emergency Coordination Centre, or in the Department (Emergency) Operations Centre in the event of an emergency.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of project management principles and practices.

Thorough knowledge of the principles, practices, methods, techniques and equipment used in, planning, analysis, design, inspection, construction and operation of municipal infrastructure.

Extensive knowledge of construction documentation, tendering procedures, contract law and contract administration

Thorough knowledge of budgeting, estimating and costing procedures.

Ability to manage large workloads, set priorities and multitask effectively.

Ability to develop and maintain effective working relationships with technical staff, provincial and federal governments, other City departments, consultants, contractors, private utilities and the general public.

Ability to research and prepare a business case for continuous improvement projects or other initiatives.

Excellent verbal and written communication skills, with the ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Ability and skill to tactfully represent the municipality in public participation.

Ability to exercise considerable initiative and independent judgment in the performance of duties and attainment of departmental and organizational objectives.

Ability to analyze complex data, resolve complicated problems and write clear and understandable reports to satisfy a variety of audiences.

Thorough knowledge of the principles, practices, methods, equipment, materials and procedures of civil engineering construction, particularly related to planning, design, contract administration and installation of municipal servicing and roads.

Ability to deal with emergencies and efficiently organize special crews to overcome unusual conditions and the ability to perform work under adverse weather and working conditions.

Ability to recognize and resolve safety and risk management issues.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Bachelor's degree in Civil Engineering or related discipline.

A minimum of 5 years' related design, survey and construction experience, including 3 years' in a management supervisory role.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Eligible for membership in the Association of Professional Engineers and Geoscientists (BC) or with Applied Science Technologists and Technicians (BC).

Possession of a valid Class 5 BC Driver's License.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.