



JOB DESCRIPTION

TITLE: PARKS CAPITAL PROJECT MANAGEMENT SPECIALIST

DEPARTMENT: Parks, Recreation & Culture

LEVEL: 14 (Subject to JE)

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

JOB SUMMARY

Under the direction of the Deputy Director, Parks and Natural Areas, the Parks Capital Project Management Specialist manages all aspects of capital projects including project coordination, engineering, tender preparation, inspection, contract administration, project cost control, and stakeholder management for assigned projects.

This position exercises considerable independent judgment with only complex matters, or matters of major impact or policy, referred to the Deputy Director, Parks and Natural Areas.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Manages parks projects through full cycle from project initiation through to project closeout. Coordinates with other City departments, private utilities, outside government agencies, consultants, and other contractors.
2. Provides functional direction, training and guidance to the department with respect to the delivery of maintenance level projects. May provide orientation to new or temporary staff.
3. Provides direction and oversees project management activities including project scope, objectives, budget, stakeholders, success factors, deliverables, and quality measurements.
4. Provides direction and oversees consultants and contractors.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Prepares tender documents, develops Requests for Proposals for capital projects, evaluates and selects proponents, and conducts contract administration for projects. Reviews consultants' progress payment requests and makes recommendations on payment of invoices.
6. Prepares written reports and scope sheets, determines unit pricing for job costing and project estimates. Reviews and certifies as-constructed information for consistency, completeness, and accuracy.
7. Prepares reports to senior management, Council, and others on issues related to assigned projects.
8. 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, and prepares public project information such as notices, information websites, project signage or other material necessary for successful communication.
9. Identifies and develops long term replacement and renewal plans, including maintaining the GIS System for park items, as part of the Asset Management Plan. In consultation with department/sectional staff, assists with identifying scope of projects and developing project budgets.
10. Coordinates and organizes the design work on larger projects with the work of other City staff to ensure that related design work is completed concurrently. Provides support to other departments and responds to inquiries from the public and staff.
11. Reviews and certifies as-constructed information for consistency, completeness, and accuracy. Ensures information is entered into the appropriate Asset Management Plan.
12. Recommends, administers, and implements policies, procedures, and standards.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of engineering principles, practices, methods, techniques, and equipment used in planning, analysis, design, inspection, construction, and operation of municipal parks structures and amenities, recreational surfaces, and trails.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Thorough knowledge of construction documentation, tendering procedures, contract law, and contract administration as per the City of Nanaimo's purchasing and procurement policies and practices.

Extensive knowledge of project management principles and practices, the City of Nanaimo's Project Management Framework and the City of Nanaimo's Engineering Standards and Specifications.

Knowledge of City of Nanaimo governing policies and documents including bylaws, City Plan, the Integrated Action Plan and other strategic documents as they pertain to the department.

Excellent organizational skills. Ability to manage large workloads, setting appropriate priorities, and multi-tasking effectively.

Demonstrated ability to exercise independent judgment and action on a daily basis, provide solutions to problems, and work with a minimum of supervision.

Ability and skill to tactfully represent the Municipality in collaboration and communication with user groups, neighbourhood associations and key community contacts.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Excellent verbal and written communications skills, with the ability to establish and maintain effective working relationships with the public, contractors, engineers, and work crews in the field.

Ability to read and prepare detailed technical drawings, reports, studies, letters, memos, and records. Ability to analyze complex data, resolve complicated problems, and write clear and understandable reports to satisfy a variety of audiences.

Proficient computer skills and working knowledge of programs such as Microsoft Office, AutoCAD, GIS software and City Projects, as well as the ability to learn new technology.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A diploma from a recognized educational institution in engineering or related discipline.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

A minimum of 5 years' related experience in civil engineering design, survey, planning, or construction, and project management experience through all phases of projects (planning, design, and construction) for projects with a value of \$1 million.

Membership in or eligibility for membership in ASTTBC.

Or an equivalent combination of education and experience.

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

GENERAL STANDARDS

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 and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to 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.