

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL SECTION - LOCATION – 55 HESS ST. S.)

PROJECT MANAGER, ASSET RENEWAL – CITYHOUSING

SUMMARY OF DUTIES

Reporting to the Manager, Asset Renewal, the Project Manager will be responsible for all aspects of project development through investigation, design and construction, including ensuring that projects are completed in a timely manner, within the budget, and to the quality standards set by the City and CityHousing Hamilton (CHH). Inspects and approves contractors' work to ensure compliance of all areas of the contract. The Project Manager will collaborate with consultants in initial tendering stage and during construction by reviewing and commenting on proposed drawings and specifications to ensure accurate representation of work.

GENERAL DUTIES

Co-ordinate, design, review drawings, plans, organize and control all activities relating to the design and construction of new or renovated buildings

The Project Manager shall be responsible for following project management best practices, project plan development and project resource planning along with the following:

- Research and development of terms of references including defining project scope;
- identification of project risks and develops strategies to minimize potential impacts;
- identification of project tasks;
- estimation of costs and monitor budgets;
- development of project schedules;
- identification of milestones and budget;
- identification of project resources and skill requirements; and,
- determining allocation of financial resources to project tasks.

The Project Manager shall manage project funding, monitor budgets and maintain schedules with the ultimate goal of delivering within budget scope.

Coordinate the request for proposal RFP (Request for Proposal) and RFQ (Request for Quotation) processes. Review and evaluate proposal submissions, recommend selection of consultants and administer contracts.

Interpret and review designs and plans, specification and tender documents to ensure compliance with legislative and code requirements including special provisions.

Meet regularly with Architects and/or Consulting Engineers and other consultants, to review and control the quality of various submitted plans and reports.

Prepare detailed design, presentation drawings, tender documents and specifications for less complex projects as required.

Attend community meetings, meet with CHH staff, residents and special interest groups to obtain input on design of projects. Receive and answer inquiries from tenants, CHH staff, resident community groups, CHH Board, City Departments, outside agencies, consultants, contractors, vendors and Council as required.

Conduct project procurement through the City Procurement or CHH to ensure all contract documentation is in place prior to construction such as WSIB, Liability Insurance, Performance Bonds, Permits, etc.

Responsible for presenting and receiving Tender Evaluation Committee (TEC) approval, initiating the purchase order and project start up.

Conduct site visits, analyze site conditions and prepare operational update reports.

Liaise with appropriate CHH operations and maintenance staff to ensure designs are coordinated with maintenance requirements. Ensure adherence to energy and sustainability targets and ensure the least amount of disruption to tenants.

Provide contract administration on contracts by performing concise on-site inspections, review construction schedule and ensure contractor site meetings are conducted. Ensure standards, quality and safety measures are adhered to, deficiency lists and all work is complete and correct.

Review and approve invoices, progress payments to ensure accuracy; authorize progress payments and release of contract holdbacks. Review and provide acceptance of substantial and total completion.

Review Asset Renewal program timelines by ensuring all scheduled work in the program is completed within the required timelines. Provide and maintain a computerized inventory of all assigned projects and provide regular verbal and written technical updates to the manager.

Assist in the preparation of the coming year's Asset Renewal programs by reviewing budget submissions identifying building portfolio problems, perform on-site reviews of projects, provide project recommendations.

Provide input and recommendations in the development of the 5-year Asset Renewal plan by effectively identifying future expenditures and improvements to the housing stock.

Liaise with consulting engineers and architects to obtain information on the condition of building components by reviewing building condition assessments reports on specific component.

Maintain and update technical library relating to the building construction field, by researching and reviewing new building products and procedures through updated manuals, codes, etc.

May be required to respond to enquiries from staff regarding unforeseen building issues, emergencies and potential safety issues.

Work in accordance with the provisions of applicable health and safety legislation and all City of Hamilton and CHH corporate and departmental policies and procedures related to occupational health and safety.

Perform other duties as assigned which are directly related to the responsibilities of the job.

QUALIFICATIONS

1. Significant demonstrated knowledge of residential high-rise and low-rise building construction principles and practices such as architectural, structural, mechanical and electrical disciplines normally acquired through the completion of a Community College or University Diploma or a combination of education and relevant work experience.
2. Significant previous experience in Project Management including demonstrated knowledge of the practices of construction contract administration. Comprehensive working knowledge in construction, contract administration and specification coordination.

3. Considerable experience and knowledge of all aspects of the tendering process including budget funding, tender award limits, bonding requirements, WSIB and liability insurance requirements, code restrictions, and safety regulations.
4. Strong project management skills with attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
5. Excellent organizational and time management skills in order to effectively respond to a high volume of work on an ongoing basis.
6. Must possess strong verbal and written communication skills. Demonstrated ability to interact effectively with contractors, consultants, senior management, departmental staff, tenants and general public.
7. Knowledge of the Landlord Tenant Act, tenants rights, social housing programs and related procedures and processes.
8. Working knowledge or demonstrated ability to understand and interpret Corporate and Government policies and procedures including the Ontario Health & Safety Act and related regulations (i.e. Construction Regulations), as well as the Purchasing Policy.
9. General knowledge of other social/non-profit/affordable housing providers in the community and their operations.
10. Demonstrated experience in a computerized environment. Must have intermediate level computer skill in Microsoft Office (Outlook, Word, Excel). Working knowledge of Asset Planner software an asset.
11. Must possess a valid Ontario Class "G" Driver's Licence with provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THIS INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THE POSITION AND WORKPLACE.

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