

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT**

### **(ENERGY, FLEET & FACILITIES - FACILITIES MANAGEMENT AND CAPITAL PROGRAMS SECTION - LOCATION – 28 JAMES ST. N. 5<sup>TH</sup> FLOOR)**

### **PROJECT MANAGER (FACILITIES DESIGN AND CONSTRUCTION) - CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, the Project Manager will be responsible for all aspects of project development through design and construction, including ensuring that projects are completed in a timely manner, within the approved budget, and to the quality standards set by the City.

#### **GENERAL DUTIES**

Co-ordinate, design, review drawings, plan, organize and control all activities relating to the design and construction of new or renovated buildings including arena, pools, community centres, municipal buildings and heritage and cultural places.

Research and write terms of reference to engage the services of consultants and contractors, co-ordinate the request for proposal (RFP), quotation (RFQ), and tender (RFT) processes, review and evaluate proposal submissions, participate in selection interviews, recommend selection of consultants and administer contracts.

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

Liaise with client contacts ensuring that program of requirements and scope of work is accurate and in accordance with client needs. Prepare cost and project estimates based on approved scope of work.

Conduct site visits, analyze site conditions and prepare field reports.

Liaise with appropriate operations and maintenance staff to ensure designs are co-ordinated with maintenance requirements.

Provide Contract Administration on assigned projects.

Provide and maintain a computerized inventory of all assigned projects and provides regular verbal and written technical advice to the manager.

Interpret and review designs and plans, specifications and tender documents to ensure compliance with legislative and code requirements including special provisions for construction contracts including the review of construction plans with contractors.

Serve as on-site construction supervision for construction projects.

Organize construction site meeting.

Supervise field operations of contractors, initiating inspections, testing and sampling of work in progress and completed work, reviewing related construction reports and commenting and recommending appropriate changes during the construction phase and ensuring that all materials, operations and construction conform to specifications.

Ensure compliance with all health and safety requirements on construction sites.

Recommend approval of progress payments based on work completed.

Recommend acceptance of Substantial and Total Completion.

Ensure that deficiency list is accurate and is resolved in timely fashion.

Maintain records of project budget and schedules, utilizing project management software.

Audit reports and field books of project activities, reporting all activities, findings and conclusions to the Manager.

Review tender drawings, make recommendation for award and draft Committee items related to assigned projects.

Attend community meetings, meet with client groups, residents, and special interest groups to obtain input on design of projects.

Receive and answer inquiries from the public, other City Departments, outside agencies, consultants, contractors and vendors. Provide technical and design advisory services to other departments.

Make presentations to senior staff, community groups and Council as required. Co-ordinate and guide volunteer citizen activities.

Prepare detailed design, presentation drawings, tender documents and specifications for projects.

Liaise with other government agencies as required.

Research, develop and prepare design and technical standards in consultation with operations and maintenance staff.

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

## **QUALIFICATIONS**

1. Must have demonstrated and proven construction and project management knowledge and experience related to the duties listed above, normally acquired by the completion of a diploma or degree in Architecture or Engineering along with relevant work experience. Post-secondary education in Architecture or Engineering is an asset. Project Management Professional Designation (PMP) is an asset.
2. Must have experience in construction project management. Project management experience in design and construction of municipal buildings (libraries, fire stations, arenas, pools, community centers) and/or institutional facilities (schools, hospitals, government agencies) is required. Experience as PM for facility infrastructure replacement, renovation of existing buildings and code compliance projects is an asset.
3. Experience as the owner representative Project Manager (PM) (or equivalent) on Facilities design & capital construction projects is required.
4. Must have knowledge of Health and Safety legislation and procedures related to Occupational Health and Safety. Successful completion of Health and Safety Courses is an asset. Knowledge of application of building code, regulations and construction procedures, background in field techniques, construction document practices, and site inspection experience is required.
5. Must have well developed interpersonal, verbal and written communication skills. Must have experience working with multiple stakeholders and delivering customer service. Must possess excellent organizational and time management skills.

6. Knowledge, training and experience in the use of Computer Aid Design software, MS Project, and asset management software would be an asset. Formal design experience and experience creating project construction schedules would be an asset.
7. Knowledge of Facilities Management and 11 core competencies is an asset. Certified Facility Manager (CFM) designation is an asset.
8. Must possess a 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.**

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

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