

ROLE SUMMARY

Reporting to the Manager of Municipal Facilities, the Manager, Facility Design & Construction oversees all aspects of ongoing project management, quality management and capital coordination, including planning, organizing, staffing, leading, and controlling all activities through the projects' life cycle. From preliminary design to project close-out the position will work to ensure stakeholders understand and support the vision, goals, and objectives of the projects and drive the successful execution of the projects to achieve desired outcomes.

The position serves as the formal liaison between project teams and the management team. Responsible for the structure and staffing of the Facility Design and Construction Section, this position will lead/guide the project teams, section managers, and staff through the use of project and quality management best practices.

Responsible for tailoring and promoting the consistent use of project management tools and techniques within the departmental Project Management Framework and Organizational Quality Management (OQM) policy and procedures. This position will provide oversight, direction and/or supervision on delivering projects on time, on budget with appropriate quality, monitoring compliance through peer audits / reviews and implementing new processes to improve performance. This position will drive a variety of projects, including operating and capital construction works as well as process-oriented projects across the Municipal Facilities Division.

As a member of the Engineering Management Team this position leads a team of exempt and unionized staff and will coach mentor and develop project leaders to successfully deliver their projects. In addition, the position will be required to inform, guide and advise the District's Senior Management Team on the divisional and sectional systems and processes.

QUALIFICATIONS

- Degree in Mechanical Engineering, or related field.
- Registered as a Professional Engineer with Engineers and Geoscientists BC (EGBC).
- Project Management Professional (PMP) certification preferred, or at minimum proficiency to pursue certification.
- LEED Accredited Professional (LEED AP) preferred, or at minimum proficiency to pursue accreditation.
- 5 years of experience in a combination of program, project and operational management including experience/responsibility managing diverse / complex projects, teams, and staff in a unionized environment.
- Demonstrated ability to lead the development, communication, and implementation of successful diverse initiatives for multiple constituents with sometimes conflicting/competing objectives and goals in a changing environment.

- Demonstrated ability in applying engineering best practices in the preparation of technical reports and detailed designs for the construction of municipal facility infrastructure.
- Demonstrated ability in applying engineering best practices in the review of reports and plans prepared by Professional Engineers to ensure desired project outcomes.
- Knowledge of and the ability to interpret and apply relevant legislation, bylaws, rules, regulations, policies and procedures applicable to municipal facility infrastructure.
- Proven track record of innovative and strategic decision making, as well as experience in implementing change with new procedures and practices - develop, implement and sustain change across departments and the organization.
- Significant hands-on leadership in budgeting and accounting, specifically within the public sector environment.
- Ability to independently lead initiatives and develop partnerships with internal and external stakeholders.
- Solid negotiation, conflict resolution, problem solving and decision-making skills required.
- Excellent interpersonal skills to establish and lead cohesive teams and proven ability to interact effectively at all levels in the organization.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well organized oral and written communications and presentations.
- Ability to develop, evaluate, and administer procurement process and construction contracts to support project delivery methods, including design-bid-build, construction management, and design-build.
- Commitment to lifelong learning, continuous improvement, and organizational excellence.
- Possession of a valid B.C. Class 5 Driver's License

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides reasoned and balanced advice, background information, and briefing materials to a variety of stakeholders including directors, managers and project managers.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Creates operational and capital plans for the municipal facilities division.
- Actively supports the ongoing integration of asset management practices between planning and analysis, operations and maintenance, and design and construction of municipal facilities.

- Keeps the Manager of Municipal Facilities apprised of operational developments that relate to the interests of the District.
- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Ongoing strategic direction for project management framework with an emphasis on Municipal Facilities capital projects.
- Reports evaluation findings to the Manager of Municipal Facilities and recommends divisional and sectional changes to enhance project and quality management.
- Organizes and attends public engagements in support of project execution.
- Provides professional engineering support for inter- and intra-departmental construction activities where expertise is needed to guide work.
- Ensures consistent application of municipal standards, engineering department policies, practices, procedures, applicable bylaws, and engineering best practices.

Leadership of Staff

- Provides operational leadership in the Facility Design and Construction section.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by project leaders. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Leads and oversees recruitment, orientation and training of new staff in accordance with District policies.
- Prepares guidelines for work performance, expenditure and use of resources and establishes section priorities as required to meet broader Divisional and Department objectives.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.
- Liaises and manages relationships with external agencies, the engineering consulting community and stakeholder groups, including government representatives, and manages cross-functional internal relationships.
- Evaluates work of direct and indirect reports providing divisional leadership, including coaching, mentoring, training and development and performance management.

Division Operations

- Supports the development of work programs and sets priorities relevant to Division, Department and District objectives.

- Provides strategic management/oversight of traditional project management deliverables including project schedules, budgets, reports, team agendas and team meeting minutes etc.
- Supports budget preparation and administration to be approved by Council; monitors and ensures the control and accountability for expenditures and productivity
- Builds relationships and ensures collaboration with other Departments where divisional and sectional initiatives may have multi-departmental involvement.
- Plans, manages and maintains budgets and other resources to ensure strategies, objectives, policies and priorities are met.
- Drives and facilitates meetings regarding project decision points and or/project issues resolution.
- Supports the ongoing development and standardization of documents, processes, and systems as appropriate to deliver on program needs.
- Supports continuing development of project leaders in the department through coaching, mentoring and training focused towards building competencies to support both current and future needs.
- Evaluates collective impacts for the duration of a project for all projects within areas of interest, to identify potential conflicts
- Develops tools, systems, and strategies to facilitate long-term and short-term coordination of capital projects.
- Supports the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Helps to ensure District policies and standards are consistently applied and adhered to by the Division.