

Job Information

Job title	Senior Project Lead		Job Code: SRPRLD	Pay Grade: P
Title of immediate supervisor	Project Delivery Manager			
Department/Division	Engineering / Municipal Facilities			
Prepared by	Ryan Hix			
Date Created	October 2024	Revised date		

Job Purpose

Performs project management for the planning, implementation and tracking of concurrent projects for municipal facilities. Provides functional and technical guidance to Facilities and facility staff. Works collaboratively across departments and builds strong relationships with project stakeholders to advance complex projects from initiation through to close-out. Directs junior staff doing work on specific projects when required. Provides support to the related work of other employees.

Duties and Responsibilities

- Leads project workflows, including project initiation, regular briefings and presentations with senior management and stakeholders, project documentation, reporting and records management.
- Defines and controls the scope of projects in collaboration with stakeholders and project sponsor.
- Maintains regular liaison with internal stakeholders, engineering consultants, contractors, utility companies, suppliers, government agencies, municipal design/operations personnel, public and other involved parties.
- Develops and monitors the schedules for concurrent projects.
- Directs Project Coordinators on projects, including the review of work, training, and performance coaching.
- Directs, oversees and performance manages the work on a continuous basis of professional consultants working on projects.
- Uses technical expertise to provide contract oversight and administration including directing, liaising and negotiating with consultants, contractors, stakeholders and other involved parties with the responsibility of maintaining project standards.
- Prepares funding applications for submission to various funding bodies and submit required claim documentation as related to awarded funds.
- Prepares and reviews contract scope of work, detailed cost estimates, and requests for proposals.
- Prepares scopes of work and evaluation criteria for procurement processes following appropriate procurement guidelines.
- Identifies project risks and develops and initiates response plans with the support of management.
- Reviews design drawings, specifications, and as-built drawings.
- Prepares project related updates for Senior Leadership and manage responses to enquiries from the public on identified projects.
- Controls and tracks project costs, budgets and cash flows.
- Assists with project feasibility analysis, and conceptual design reviews, and contract document reviews.
- Supports development of asset management plans and implementation for Municipal Facilities Division assets, consistent with Saanich-wide asset management goals and objectives and collaborates across departments to support related asset management.
- Learns and demonstrates proficiency with new business practices, technologies and software as they are introduced.
- Performs other related duties as required.

Qualifications

- Diploma in engineering, architecture, construction management or related discipline from recognized post-secondary institution.
- Six years of directly related experience including project management experience for civic building improvement construction projects, including experience managing projects in all phases of the project lifecycle for capital construction from initiation to close-out.
- Registered as an AScT with the Applied Science Technologists and Technicians of BC.
- Project Management Professional (PMP) certification preferred, or at minimum proficiency to pursue certification.
- Experience with an Owner's organization for construction projects and CCDC contracts is preferred.
- Proficiency in Microsoft Office Suite, Bluebeam and AutoCAD.
- Employment is subject to provision of a satisfactory Police Information Check (PIC) no older than 6 months.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient physical strength to perform the work and conduct field reviews under varying conditions.

Working Conditions

Works in an office environment, and visits facilities and construction sites.