



## **Project Manager**

The Chilliwack School District is seeking applications for a seasoned and skilled Project Manager to implement capital construction projects. Reporting to the Director of Facilities and Transportation, the Capital Project Manager will be responsible for managing the planning, implementation and completion of major capital projects. This project management work involves technical, contractual, planning and financial activities required for capital project delivery. The work involves applying project management and technical knowledge to new school construction, additions and major renovation projects (seismic, building envelope and mechanical upgrades), within long-term maintenance considerations and budget limitations.

### **THE COMMUNITY AND SCHOOL DISTRICT**

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver, and is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its strong financial foundation and its effective collaboration with community, parents, students and employee groups. The district has a strong commitment to ensuring that every student graduate with opportunities beyond graduation. The District is a growing school district with approximately 14,000 students in 32 school sites, approximately 1800 employees, and an operating budget of \$110 million.

### **THE POSITION**

This is a full-time excluded position. The Project Manager will be responsible to:

- Manage production of contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, site instructions, notice of change, contemplated change orders, change orders, change directives, contractual notices and invoices.
- Liaises with architects, consultants, contractors, municipal authorities, district maintenance staff and school administrators to ensure that the interest and needs of the school board are reflected in the final project.
- Supervises and/or directs contractors and consultants as required.
- Participates in a consultative process with facility users, designers, and senior management during the planning phase of projects.
- Assists in preparation of funding submissions to the Ministry of Education, project cost estimates, and project schedules.
- Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion.
- Carries out regular field reviews of construction progress to ensure general conformance with the contract documents and prepares progress reports as required. Ensures satisfactory contractor performance; directs the change order process.
- Ensures satisfactory project completion within the authorized budget.
- Assists in preparation and review of computerized financial recordkeeping of ongoing projects by reviewing and approving invoices, reviewing and managing detailed project cost reports showing commitments, expenditures and available or received funding. May direct preparation of design aid sheets for existing buildings and proposed projects as required.
- Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Resolves contractual issues up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.



## THE APPLICANT

The successful applicant will possess:

- Grade 12 graduation supplemented by post-secondary courses in management and supervision
- BC or Interprovincial Trade Qualification or Professional Engineer, PMP, or Architect
- Five to seven years project management experience in a related setting and evidence of ongoing professional and leadership development.
- Strong, clear, concise communication skills, both written and verbal
- Exemplary problem-solving skills. Ability to seek creative solution to difficult problems
- Assertive, strong negotiation skills to ensure others meet expectations and interests of the Board are met or exceeded.
- Proven ability to supervise and experience leading in a Union environment
- Knowledgeable in construction and renovation work
- Computer skills appropriate for the responsibilities and duties
- Ability to exercise considerable independent action in the performance of all duties
- Valid BC Driver's License. (Business use of personal vehicle will be required)

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by 4:00 p.m., **November 20, 2020**. Interested applicants must apply electronically through <https://bit.ly/3kLoJGn> to: **Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**