



POSITION DESCRIPTION

School District No. 35 (Langley)

Position Title:	Project Manager - Facilities
Department or Section:	Maintenance Department / Exempt Management Position
Reports to:	Assistant Director – Facilities, and Capital Projects
Date:	June 17, 2024

POSITION SUMMARY

Reporting to the Assistant Director – Facilities, and Capital Projects, the Project is responsible for leading staff, consultants and contractors required for the construction and implementation of special capital projects of varying size and scope. A key aspect of the Project Manager role will be ensuring that a superior finished project will be delivered on time and on budget, in keeping with District policies and guidelines. The Project Manager works closely with all members of the District Facilities & Maintenance team – including Managers and Forepersons – District Operational Managers, Administrators and the District Leadership Team.

RESPONSIBILITIES

The Project Manager – Facilities assists and supports the Assistant Director – Facilities, and Capital Projects in functions pertaining to the on-going management of capital projects from inception to completion including, but not limited to, the following:

- Confirming and documenting the detailed scope of work, investigating particularities of the proposed site (asbestos, environment sensitivity, location of services, space availability, etc.) and other issues that could affect the project cost and timing.
- Preparing and managing the project budget, schedule and cash flow projection.
- Maintaining, with assistance of the Assistant Director – Facilities and Capital Projects, accurate up-to-date accounting records that clearly identify variances between line items in the project budget, actual commitments and costs incurred, and forecast costs to complete.
- Regularly preparing and distributing written project status reports.
- Initiating, organizing and directing the efforts of the project team, consisting of the Project Manager, Design Team, Construction Manager/General Contractor, Client Representative (School Administrator, or designate), Seismic Project Liaison and other parties as necessary.
- On major projects, establishing and guiding the Project Steering Committee through planning an design phases as defined by Board Policy.
- Managing and administering the various phases of capital projects:
 - o Design phase of the project building.

- Pre-Construction phase
- Construction phase
- Post-Construction phase
- Within this context, performs other duties and responsibilities as assigned.

QUALIFICATIONS

- A university degree in Engineering or Architecture, and/or certification as a Project Management Professional and/or Applied Science Technologist
- A minimum of three (3) years' recent, related progressive management experience in project management and construction projects of varying size and complexity is required, preferably with a multi-site unionized employer.
- Evidence of ongoing professional and leadership development.
- Strong organizational skills with the ability to work under pressure and manage competing priorities.
- Ability to communicate effectively, verbally and in writing.
- Strong leadership skills with the ability to delegate, motivate, and manage employees in a complex unionized environment.
- A broad understanding of construction and trades work would be an asset.
- Experience in accounting operations, planning and budgeting and/or resource management in the public sector or a large complex environment.
- Ability to establish and maintain constructive relationships with a wide variety of stakeholders.
- Proven judgement, problem-solving, and decision-making capabilities, including the ability to foresee and resolve project-related problems.
- Influencing, negotiation, and conflict resolution skills.
- Self-motivated with the willingness and ability to take independent action and accountability.
- Thorough knowledge of relevant regulations, legislation, codes, and bylaws.
- Valid BC Driver's License, as driving to various sites throughout the District is required.

Qualified applicants are invited to apply online on Make a Future at <https://bit.ly/4fHZLnu>.