



POSITION VACANCY

Call Number:	2019 - 28
Position:	Facilities Project Manager
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday (35 hour work week) Maybe required to work additional hours as needed.
Location:	City Hall
Salary Range:	\$84,696 to \$105,870
Date Posted:	April 3, 2019
Closing Date:	Thursday, April 18, 2019 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment' icon'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Thursday, April 18, 2019**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS
POSITION DESCRIPTION
Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Facilities Project Manager

DIVISION: Building Services

SECTION: Facilities

RESPONSIBLE TO: Chief Building Official

SUPERVISES: Supervisor of Facility Maintenance

POSITION SUMMARY: To manage the activities of the facility management section, and facility capital projects.

EQUIPMENT AND TOOLS USED: General office equipment and computer applications.

WORKING CONDITIONS: Standard office environment.

RESPONSIBLE FOR:

1. Responsible to manage all activities relating to the design, construction, and improvement of capital facility projects including: municipal buildings, arenas, fire stations, recreational buildings, and park buildings and develop and monitor capital asset management plans.
2. Liaise with departments to establish design and construction program needs and assessment, develop project charters, scope of work, project budgets and schedules, and determine project constraints.
3. Initiate building condition assessment, energy audits, and other studies to assist in the prioritizing and programming of annual capital facility projects and capital asset management plans.
4. Research and write terms of reference to engage the services of consultants, co-ordinate the request for proposal (RFP) process, review and evaluation of proposal submissions and recommend consultant selection and administer consulting contracts.
5. Interpret and review concept to final design drawings and specifications, tender documents to ensure compliance with legislative and code requirements. Attend pre-bid meetings, evaluate contractor tender submissions, award construction contracts and administer CCDC contracts.

6. Prepare council reports that provide recommendations supported with background information / documentation and presentations as required.
7. Prepare, submit, obtain and comply with all required permits and approvals. Sign and seal permit documents as required.
8. Provide contract administration by approving Contractor's monthly progress payments submitted by the Consultants; review and approve change orders and change directive, substantial performance, and release of statutory holdbacks.
9. Control and monitor project work by reviewing Consultants inspection reports, tracking progress, performance and maintenance of project scope, cost and schedule, conduct earned value management analysis, and attend on-site construction meetings.
10. Liaise with the MOE, MTO, MMAH, TSSA, and ESA, OHSA and other agencies and professional associations regarding construction improvements.
11. Develop business cases for Federal and Provincial incentive funding, energy retrofit programs.
12. Perform job in accordance with City policies, procedures, etc. Review and recommend updates to policies and procedures where necessary.

POSITION REQUIREMENTS:

Minimum Four (4) year university degree in Civil Engineering or Architecture.

Licensed Professional Architect (OAA) or Licensed Professional Engineer (P.Eng).

Minimum five (5) years experience, in Project Management

Knowledge of Provincial legislation, including fire codes, building codes, the Occupational Health and Safety Act, Ontario Procurement By-Laws, the Lien Act, other Provincial Legislation. Experience with managing capital projects, and reviewing capital budgets as well as supervising and overseeing onsite construction progress.

Ability to read, and interpret blueprints and schematics, work orders, and technical submissions, including air balancing reports and wiring schematics for mechanical equipment.

Strong communication skills both orally and written.

Must possess a valid Class "G" Driver's License

Working knowledge of word processing and spreadsheet software.

PREFERRED:

Successful completion of the Project Management Professional Designation (PMP).

Created: February 12, 2019