

City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

Senior Project Manager (Architectural/Structural/Building Science)

Position Description:

A temporary, full-time opportunity exists for a Senior Project Manager for up to 24 months. Reporting to the Manager of Facilities Design and Management, the Senior Project Manager will be responsible for the day-to-day oversight of medium and large-scale multi-discipline capital construction projects at City facilities, with an architectural/structural/building science focus. Reporting to the Manager of Facilities Design and Management, the work will span both new construction, as well as renovations/alterations to existing City facilities. The primary duty of this position is to ensure the efficient and effective completion of assigned projects.

Accountabilities:

- Responsible for executing a range of multi-discipline medium-to-large scale capital projects across the City's portfolio of buildings (e.g. office buildings, City Hall, recreation centres, libraries, fire stations, arts & cultural buildings, heritage buildings, etc.), including renovations, building envelope upgrades (i.e. window replacements, roof replacements, exterior cladding, and insulation work), corporate space planning projects, expansion of the City's existing crematorium, construction of universal/accessible washrooms (including an autonomous, self-cleaning washroom), and more. Assistance will be required on smaller projects at times.
- Act as the City's primary contact for assigned projects, including as a liaison between City's project management team, external construction team(s), City programming team(s), tenants, and the public, regarding design, planning & construction activities.
- Assist with other projects and initiatives, in particular: capital planning, asset management, development of prequalified vendor lists, and technical support for junior/intermediate staff.
- Participate in the planning, design, procurement, coordination, and safe execution of work in accordance with approved contract documents, schedules, and budgets.
- Assist with strategic/master planning for City facilities, including overseeing the completion of needs assessments, feasibility studies, and public consultation on assigned projects.
- Take a lead role in dispute resolution on assigned projects, including negotiating agreements with consultants, contractors, tenants, and other affected parties.
- Help to prepare budget estimates for capital projects and assist with value engineering exercises as needed. Review construction cost estimates from consultants to ensure accuracy and completeness.
- Represent the City at community meetings, seminars, conferences, and professional associations.
- Assist in the development of new standards and specifications for the FDMS team.
- Coordinate final review of construction documents (drawings, specifications, contracts, etc.) prior to tender.

- Ensure compliance with both internal and external policies, procedures, legislation and regulations as required (e.g. Ontario Building Code, Accessibility & Inclusiveness Guidelines, City's Green Building Policy, etc.).
- Work closely with design professionals (e.g. architects, engineers, and other consultants) to understand and articulate the functional needs of the City and to oversee the preparation of comprehensive construction documents to execute the necessary work at City buildings.
- Review and process proposed changes to the project scope, including changes to the contract value, such as: Proposed Changes, Change Orders, Change Directives, etc.
- Prepare, evaluate, award, and administer RFPQs, RFPs, RFTs, RFQs, and other procurement documents required to retain professional services for construction projects.
- Ensure construction deficiencies are recorded and rectified with consultants & contractors in a timely manner.
- Develop Best-Practice Guidelines and Lessons Learned, as part of continual improvement for the FDMS Division.
- Perform general administrative functions related to construction projects for the department, including the preparation of reports and memos as assigned by leadership.
- Other duties as assigned.

Minimum Qualifications:

- Post-secondary University degree in Applied Science or Engineering (Structural, Building Science, or similar) or Architecture. Higher education, including post-graduate work or work in building design, project management, or construction would be an asset.
- Professional Engineer (P.Eng) or Professional Architect (OAA) licensed to practice in the Province of Ontario and current registration in good standing with the Professional Engineers of Ontario or Ontario Association of Architects.
- Minimum of 5 years of job related experience with multi-discipline building design and construction, including experience with: planning, design, project management, construction, and coordination/contract administration of facility projects. Consideration may be given to combination of education and experience in building construction.
- Previous experience with Project Management in a municipal/institutional setting would be an asset.
- Knowledge of renewable energy systems, green buildings, and net-zero and/or carbon neutral buildings would be an asset.
- Strong knowledge of building systems for buildings, including knowledge of construction materials, means, and methods.
- Valid MTO 'G' class driver's licence in good standing with access to reliable transportation for business use purposes is required to perform the job.
- Strong working knowledge and utilization of the Ontario Building Code, Occupational Health and Safety Act, CCDC Construction Contracts, Accessibility and Inclusiveness Guidelines, and other Industry Codes/Regulations.
- Experience administering different types of CCDC contracts would be an asset.
- Excellent written and oral communication skills and an ability to establish and maintain professional working relationships with a variety of different collaborators.
- Proven history as an action-orientated/goal-orientated team member.
- Proficiency with the following software is an asset: Microsoft Office (Word, Excel, and Outlook), AutoCAD/Revit, PDF Editor (Adobe or Bluebeam), VFA (or similar asset management software), and Maximo (i.e. work order management software).

- Proven negotiation, analytical, and problem solving skills and the ability to work in partnership with a variety of interested and affected parties.
- Demonstrated initiative and the ability to work effectively and independently with minimal direction.
- Demonstrated experience in coordinating and managing multiple activities to successful conclusions within budget and schedule requirements.
- A Police Criminal Record check satisfactory to the City is required as a condition of hire.

Salary Range: \$86,072 - \$107,590

Application Process

For posting and application details please visit www.waterloo.ca/careers

Job Eligibility

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting, as a secondment opportunity. Please note that in accordance with the Staff Association Agreement, members who have recently participated in a secondment must complete a twelve (12) month period in their base position before they are eligible for a new secondment.

If this position is filled by an external candidate, it will be deemed a contract position.

Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at recruitment@waterloo.ca, quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.

We've Got You Covered

The City of Waterloo strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- A staff team dedicated to fostering and advancing action to support the organization's ongoing commitment to Indigenous Initiatives, Anti-Racism, Accessibility and Equity;
- Substantial internal and external training and development opportunities;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued;
- Dress-down Fridays, and optional Wednesdays in partnership with the United Way fundraising campaign;
- City of Waterloo Staff Recreation Pass; and,
- So much more!

Job Posting Deadline: October 7, 2022 at 4:00 pm