



Competition #18/185
Internal and External Posting
Closing date: September 26, 2018 (Revised)

Project Administrator (Continuous)
Parks, Recreation and Facilities

POSITION FUNCTION

Administer the annual construction, renovation and repair program for municipal infrastructure.

KEY DUTIES

Develop and administer the annual construction, renovation and repair program for municipal buildings and structures; prepare budget proposals, projections and detailed estimates for projects and related activities; research and recommend external funding sources for projects; prepare and present program proposals to City Council and departments for information or approval.

Administer both the annual program and emergent projects in response to corporate and departmental requirements; conduct building assessments; conduct site inspections to review work progress to ensure compliance with specifications and requirements; verify, allocate and monitor expenditures; approve payment for or acceptance of work; prepare progress reports; maintain manual and computerized records of project costs, building assessments, capital projects and other project management data.

Liaise with and direct the work of consultants, contractors and engineers on project design, development and standards, construction or renovation projects; conduct inspections of construction sites to ensure design and specifications compliance and safety standards; liaise with and provide information to City Council, departments, community associations and outside agencies on project requirements, progress and budgets; respond to enquiries and requests for service from departments and tenants.

Act as consultant to Supply Management Services on project requisitions; determine in-sourcing and outsourcing of work assignments; prepare requests for proposals and related documents including sole sourcing decisions; assess and make recommendations in the selection and termination of external consultants, contractors and engineers; ensure project schedules; negotiate and resolve disputes and represent the City in mediation-arbitration as required.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by annual construction requirements.

Work is reviewed through regular reports and meetings with supervisor.

Issues such as deviations from annual budget and approved expenditures are discussed with supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

Climb ladders and scaffolding. (rare)

Work in awkward spaces such as attics and crawl spaces. (rare)

Mental Effort:

Short periods of intense concentration while preparing reports and estimating projects. (often)

Visual/Auditory Effort:

Focus on a variety of source data and computer for short periods. (occasional)

Work Environment:

Office.

Work on construction sites while performing inspections. (occasional)

Work in an environment where protective measures must be taken to avoid exposure to dust and fumes. (rare)

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the principles and methods of building project management and construction administration.

Working level operation of City word processing, spreadsheet and related specialty software.

Read and interpret technical reports, plans, codes and regulations.

Establish and maintain effective working relationships.

Represent the City to the public and outside agencies.

Work safely on job sites.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Technical School Diploma in a discipline related to Building Technology or Architectural Engineering Technology or appropriate Gold Seal Certificate from Canadian Construction Association. (2 years)

Current and valid Class 5 B.C. Driver's Licence.

Experience:

5 years of related experience including project management, estimating and construction administration.

LEED® certification course (6 months)

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

Work schedule: Variable – Monday to Friday – 7 hours/day 35 hours/week

\$44.89 per hour, Pay Grade 16

Job Code 4178 (Under Review)

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.