

Update

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Project Delivery Intern

Current Class

Technologies 4

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Properties, Property Management

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Current organizational chart attached?
Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-08-26

Responsibilities Added:

Reporting to a Project Manager within the Project Delivery group in the Property Management Branch, this position will assist in and manage the delivery of Major Maintenance, Operations and Tenant Improvement Projects in Government owned and leased facilities. The Intern Project Manager will participate in the planning and scope definition of all projects. As the intern to the Project Manager they will define the project requirements with clients; co-ordinates the activities of in-house team members, private-sector consultants, contractors, and ensures that project scope, time, cost, and quality objectives are met. Manage multi-discipline projects involving Architectural, Structural, Mechanical, and Electrical disciplines. Ensured in all phases of project activities compliant with Government and Ministry legislation, policies, guidelines, standards, and procedures.

Job Purpose and Organizational Context

Why the job exists:

Ministry and Branch Operations.

This position will assist in the management varied activities associated with Major Maintenance, Operations Projects and Tenant Improvement Projects, Capital Projects and Client Funded Projects. They require the ability to lead and manage all aspects of work performed by in-house technical team members, private sector consultants, and contractors, ensuring compliance with relevant legislation, policies, guidelines and standards.

The Intern Project Manager will be able to manage the diverse priorities of project team members, communicating clearly to resolve issues while respecting project scope, schedule, and budget constraints. As part of the leaning plan this position will develop strong decision-making abilities and demonstrated negotiation skills to resolve issues relating to design proposals, progress claims, fee determination, construction contract delays, or extra cost claims. In addition, they will be required to communicate and build collaborative working relationships with clients, including representatives of Government departments, boards and agencies.

The Intern Project Manager requires basic knowledge of:

- Planning and management principles and techniques, as well as the ability to administer control systems and manage contracts.
- Planning, design, and construction documentation requirements .
- Design and construction theories, disciplines, and processes, including those relating to architecture, structural, mechanical and electrical engineering and contract law.
- Government and Ministry business plan goals and cross-government priorities .
- Provincial and national building standards and codes, construction industry and trades definitions building systems and components/products, and job-site safety regulations.
- Applicable Government and Ministry policies, functions, standards, procedures and resources relating to management of accommodation projects.
- Applicable legislation, acts, and regulation (i.e. Public Works Act, Occupational Health and Safety Act, Alberta Building code, Contract Law).
- Software tools used to carry out responsibilities (i.e. Microsoft Word, and Excel, project management software, Consultant Selection and Management System).

Skills Required:

- Leadership skills with proven ability to develop, mentor and manage project teams .
- Analytical, problem-solving, and decision-making skills
- Interpersonal and communication skills
- Project planning and management skills
- Consultation negotiation and conflict management skills to deal effectively with complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements.
- Time management and organizational skills
- Commitment to continuous improvement and innovation and to maintaining current awareness of design and construction industry.
- Commitment to diplomacy, tact, and confidentiality, including ability to determine political sensitivity of issues and respond appropriately.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The Intern Project Manager is required work with the Project Manager to lead, manage, and monitor the activities of multi-functional teams made up of internal and external resources, including clients,

consultants, contractors, and in-house technical resources. The Intern Project Manager is accountable for all stages of the project delivery process, including determining project scope, schedule, and budget, obtaining relevant approvals, managing project design and construction implementation processes, dispute resolution and monitoring cash flows and financial reports.

Problem Solving

Typical problems solved:

This position facilitates problem-solving and decision-making processes involving clients, stakeholders, and ministry representatives and must recognize the often conflicting perspectives and requirements of the parties when managing projects. Projects by nature are unique and complex. Therefore, sound professional judgment and strong reasoning and evaluation abilities are needed to analyze problems. Determine appropriate action, negotiate contracts resolve performance issues in cost or schedule overruns and develop creative solutions.

Direct or indirect impacts of decisions:

Impact

- Disruptions to building staff and users, health and safety issues, and environmental issues are minimized.
- Decisions are made in consultation with clients, landlords, consultants, Facility Managers, and Directors with respect to cost, scope, and timing.
- The Intern Project Manager is expected to obtain results in the following area: Clients, other Infrastructure divisions, Private sector
- The Intern Project Manager is expected to provide coordination and implementation of contract documents for tendering to the public to ensure government buildings and Infrastructure are maintained in good working condition.
- The scope and size of a project can impact varying clientele from co-workers and interdepartmental staff to the general public.

Projects can affect service to the public, facility maintenance, and the health and safety of workers.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL CLIENTS

Reports to Supervisor, Senior Project Manager, Director, Facilities Managers, Administrative Staff daily and Ministry In-House Technical Resources on a regular basis, (approximately monthly).

Nature and Purpose of Contact is the following:

- Report on projects status and budget, recommend project awards and consultant commissions, and collaborate on ranking of projects in portfolio.
- To exchange information, identify and assess requirements, determine project scope, schedule budget, schedule work within the facility and negotiate solutions to issues and concerns.
- To provide leadership, recognitions, supervision and coaching.
- To exchange information, solicit expertise and advice, resolve issues, and obtain technical reviews of consultant designs.
- To obtain approval for recommendations, provide consultation and input to Branch planning and decision-making processes, and facilitate delivery of projects.

EXTERNAL CLIENTS

Interacts with Consultants and Contractors on a regular basis and as needed, and Planners during project implementation approximately weekly. Client Department Representative (during project implementation, contact is almost daily). Owner's Representative in Leased Buildings - occasional basis. Nature and Purpose of Contact is the following:

- To provide information relating to client requirements and Ministry standards and expectations, determined service schedules, negotiate fees, develop design and contract documents, and verify cost estimates.
- To ensure contracts are completed in accordance with plans and specifications, resolve conflicts, issues or disputes and review and approve major changes to contracts.
- To discuss scope, budget and schedule of project implementation and to assist in negotiations with clients.
- To ensure clients understand the scope and schedule of the work to occur in their facility and to coordinate construction activities in a coordinated mutually agreeable manner.
- To exchange information, identify access requirements, schedule work within the facility and negotiate solutions to issues and concerns.

Required Education, Experience and Technical Competencies

E ducatio n Le v el	F oc us/Major	2nd Major/Minor if applicable	Design atio n
Certificate (1 year)	Other		Project Mgmt

If other, specify:

Post Secondary Degree or a Diploma in Engineering is desirable

Job-specific experience, technical competencies, certification and/or training:

- Training Requirements:**
- Certification as a construction administrator, project manager or training in project management skills and relevant software applications are distinct assets.
 - Working knowledge of software tools used to carry out responsibilities (i.e. Microsoft Word, MS Project, Excel, and other project management software.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	