

## New

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Project Manager

Requested Class

Manager (Zone 2)

Job Focus

Supervisory Level

Operations/Program

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Supervisor's Position Name Senior Project Manager

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Project Manager as part of the Project Delivery team with in the Property Management Branch. This position directly manages the delivery of Major Maintenance, Operations and Tenant Improvement Projects and Consultant Investigations in Government owned and leased facilities. The Project Manager participates in the planning and execution of all projects. As the project team leader, the Project Manager defines 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 achieved. The Project Manager manages multi-discipline projects and ensures all phases of project activities comply with Government and Ministry legislation, policies, guidelines, standards, and procedures.

#### Responsibilities

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

1. Establish project teams and provide leadership and management to successfully deliver projects. This outcome is achieved through:
  - Determining necessary resources required to meet project objectives.
  - Selecting consultants and identifying in-house resources for the project team.
  - Defining consultant responsibilities and preparing consultant contracts.
  - Identifying, and collaborating with clients and in house staff, as required.

2. Establish project scope and parameters to meet requirements of applicable Ministry and Government standards and guidelines. This outcome is achieved through:

- Initializing scope and cost studies in consultation with the Facilities, in house staff and client groups.
- Prioritizing requirements and developing recommendations for project implementation.
- Accurately assessing project requirements and scope throughout delivery.

3. Project budgets are established and maintained. This outcome is achieved through:

- Directing internal and external resources to establish appropriate project budgets.
- Developing and evaluating alternative project solutions and related costs.
- Managing project expenditures through all stages of project implementation to ensure maximum value within approved budget.
- Updating expenditure forecasts.

4. Project schedules are established and maintained. This outcome is achieved through:

- Collaborating with project team members to establish feasible milestones that incorporate critical events and operational requirements of clients.
- Establishing the project critical path and ensuring consultants provide deliverables within timelines, including design reports and contract documents.
- Working with all key stakeholders (Client departments, Accommodation Planning Branch Planners, etc) to expedite the design approval process.
- Directing in-house resources to meet project deadlines (i.e. Technical Services, Procurement/Tender Administration, and Cost Management).
- Managing involvement of consultants and progress of contractors during project construction phase to ensure critical milestone dates are met.

5. Design, tender and construction processes for projects are managed appropriately. This outcome is achieved through:

- Directing consultants to ensure quality control of deliverables such as design reports and contract documents, and to ensure completeness and compliance with Ministry standards and guidelines and code requirements.
- Determining the need and scheduling reviews by in-house technical staff.
- Working with Accommodation Planning Branch Planners to manage expectations of Client departments and meet approval deadlines.
- Determining the appropriate tender process and evaluating construction bids to determine award of construction contract.
- Managing the construction process to ensure quality of construction, compliance with specifications and achievement of established milestones and overall schedule.

6. Administrative controls for projects are maintained and monitored. This outcome is achieved through:

- Managing the consultant contract and determining payment of associated invoices.
- Directing payment of contractor progress claims.
- Approving change orders and charge orders within established contractual requirements and internal expenditure guidelines.
- Supervising Project Assistant(s) and Project Manager (Interns).

7. Executive Director and Director are supported in decision-making and achieving Branch and Division mandate and goals. This outcome is achieved through:

- Maintaining accurate project records and providing input to reporting.
- Drafting ministerial briefings and correspondence on project-related issues.
- Responding promptly to project-related inquiries from senior management.

## **Problem Solving**

Typical problems solved:

- Determination of project scope, schedule, and budget.
- Prioritizing time, effort, and resources to meet multiple projects requirements.
- Planning and execution of multiple projects concurrently, and maintaining situational awareness to

determine if external changes impact project plans; adjusting accordingly.  
• Working with internal and external stakeholders to define project requirements.

Types of guidance available for problem solving:

There are various resources available to assist the project manager with problem solving. In addition to organizational resources, the project manager can consult with other project team members, senior project members, technical resources personnel, and other branch contracts (Facilities staff).

Direct or indirect impacts of decisions:

A thorough understanding of decision-making processes used within the Ministry and Government is necessary, as is sensitivity to the political environment in which the Ministry and Branch operate. Project Manager decisions may impact the project, clients, occupants, and/or services to Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal Clients:

- Director and Senior Project Manager report on projects daily status and budget, recommend project awards and consultant commissions, and collaborate on ranking of projects in portfolio.
- Project Managers and Facilities Managers report daily to exchange information, identify and assess requirements, determine project scope, schedule budget, schedule work within the facility and negotiate solutions to issues and concerns.
- Administrative Staff report daily and to provide leadership, recognitions, supervision and coaching.
- Ministry in House Technical Resources report on a regular basis (approx. monthly) to exchange information, solicit expertise and advice, resolve issues, and obtain technical reviews of consultant designs. To obtain approval for recommendations and input to branch planning and decision making processes, and facilitate delivery of projects

### External Clients:

- Consultants report on a regular basis to provide information relating to the client requirements and Ministry standards and expectations, determined service schedules, negotiate fees, develop design and contract documents and verify cost estimates.
- Contractors report on a regular basis to ensure contracts are completed in accordance with plans and specifications, resolve conflicts, issues or disputes and review and approve major changes to contracts.
- Planners report approximately weekly during contract implementation to discuss scope, budget and schedule of project implementation and to assist in negotiations with clients.
- Client Department Representative report on a regular basis 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.
- Owner's Representative in Lease Buildings report on an occasional basis to exchange information, identify access requirements, schedule work within the facility and negotiate solutions to issues and concerns.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering		Project Mgmt

If other, specify:

Equivalent experience in lieu of education may be considered.

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

The Project Manager requires extensive knowledge of facility planning and operations, design and construction processes and standards, and documentation requirements of the Ministry. Knowledge of project management methodologies and techniques are also essential to manage all phases of a project from initiation to close-out.

This position manages various activities associated with Major Maintenance, Operations Projects and Consultant Investigations as well as Tenant Improvement Projects, Capital Projects and Client Funded Projects.

The Project Manager must be able to manage the diverse priorities of project team members, communicate clearly to resolve issues while respecting project scope, schedule, and budget constraints. This position must have 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,

the Project Manager is required to communicate and build collaborative working relationships with clients, including representatives of Government departments, boards and agencies.

The Project Manager requires extensive 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 Office suite, project management software, Consultant Selection and Management System, Building Land Information System(BLIMS), RAP).

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.

Education/Training:

- Post secondary degree or diploma in Architecture or Engineering is desirable.
- Certification as a construction administrator or project manager and training in management skills and relevant software applications are distinct assets.
- Journeyman certification with 5 years related experience is an asset.

Work Experience Required:

- Minimum five years project management experience relating to capital and/or accommodation and/or maintenance project design and construction.
- Considerable experience managing interdisciplinary teams and resources, and a diverse portfolio of concurrent projects.
- Contract management experience.

## 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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Takes and delegates responsibility for outcomes:</b> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if</li> </ul>	

		not immediately accepted	
		<ul style="list-style-type: none"> <li>• Reaches goals consistent with APS direction</li> </ul>	
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	