

Ministry

Infrastructure

Describe: Basic Job Details

Position Name 30 characters

Project Manager

Current Class

Manager (Zone 2)

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Project Manager within the Project Delivery group 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 enquiries 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:

The Project Manager will interact and communicate with their Senior Project Manager, peer Project Managers, Project Assistants, and Project Controls on a daily basis for project planning and execution. The Project Manager requires the ability to communicate with in-house technical team members, private sector consultants, and contractors, ensuring compliance with relevant legislation, policies, guidelines and standards. The Project Manager will also be required to interact with executives on specific projects (situational).

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Designation

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, tee 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-BUMS, 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"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none">• Uses variety of resources to monitor own performance standards• Acknowledges even indirect responsibility• Commits to what is good for Albertans even if not immediately accepted	

		<ul style="list-style-type: none"> • Reaches goals consistent with APS direction 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • 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 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	