

Applications are invited for the position of **Project Manager** for School District No. 73 (Kamloops-Thompson). Reporting to the Director of Facilities, the School District requires a talented management professional to oversee projects. The successful individual will be responsible for a wide range of issues and needs to be able to communicate effectively with a diverse group of colleagues, staff, public and regulating authorities.

Responsibilities

Project Management:

- In coordination with other managers, conduct facility assessments and prepare project priority documents.
- In coordination with district staff, conduct project consultation meetings as required.
- In coordination with district staff and consultants, manage the production of preliminary design plans and budget estimates, and manage the production of contract documents, including plans, specifications, and any other related documents.
- Ensures all necessary permits and approvals from authorities having jurisdiction are obtained.
- In coordination with district staff and consultants, administer contracts, including all contract documents such as change orders, etc. Coordinate the delivery and installation of all furnishings and equipment to be incorporated into the project. Coordinates move-in by Owner where required.
- Completes regular field reviews to ensure the contract schedule is being met, and that the contractor's performance is satisfactory. Attends all site meetings with contractor and consultants.
- Reviews and approves all consultant and contractor progress billings, and ensures project stays within budget. Provides up to date computerized financial recordkeeping of all expenditures, commitments and funding received.
- In coordination with district staff and consultants, prepares all documentation required for the Ministry of Education.
- Receives and reviews as-built drawings, maintenance manuals and other project wrap-up documents.
- Updating and maintaining facility and project records.
- Provide updates to the Director of Facilities and the Board of Education as required.
- Manage contract and legal dispute process as needed.
- Other related duties as assigned by the Director of Facilities.

Priority Qualifications

- Strong interpersonal and people management skills.
- Proven ability to develop strong cooperative relationships with staff and colleagues, consultants, building inspectors and others.
- Ability to respond to the public in a positive, non-adversarial, solutions oriented approach.
- Knowledge of construction contract law, CCDC documents, CCAC documents, public tendering practices, bonding and surety.
- Knowledge of current practices, materials, and methods used in building construction.

- Proficiency with computers and software programs, in particular Microsoft Office.

Experience and Education

- Graduation in Applied Science Technologist, Construction Management or CCA Gold Seal Certificate in Project Management with 5+ years prior experience, Engineering, Certified Project Manager or PMP, or significant experience with construction projects in the education sector.
- Thorough knowledge of WorksafeBC regulations, current building codes, building materials and construction methods.
- Thorough knowledge of Microsoft Office.
- Valid BC Driver's License. Business use of a personal vehicle may be required.

Application Deadline: Monday, October 19, 2020 at 4PM

Cover letter and resume, including references, to be submitted through <https://bit.ly/3nneTwj>