

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Contract Project Manager – Consulting Services (Term Appointment)

The Assistant Director of Capital Projects and Planning will provide direction to the **Contract Project Manager – (Term Appointment)**. This position will be responsible for implementation and completion of major capital projects, and assigned major maintenance and minor capital construction project development, project management, and financial management and accountability for projects.

1. **Nature and Scope**

This project management work involves technical, contractual, planning and financial activities required for capital project delivery. The work involves applying project management and technical knowledge to new school construction and major renovation projects and assigned major maintenance projects to reconcile the needs of user groups, the realities of long term maintenance considerations and the limitations of budgets. The Project Manager negotiates fees and construction costs, provides leadership and directs activities of architects, consultants, engineers, specialty contractors and general contractors and liaises with school administrators on behalf of the school board. This position is fiscally responsible for the financial outcome of individual projects. The contractor exercises considerable independence of judgment and action in order to maintain the project budget and schedule for several projects simultaneously.

2. **Illustrative Examples of Work**

Manages production of contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, notices of changes, change orders, contractual notices and invoices.

Liaises with architects, consultants, contractors, municipal authorities, and school administrators to ensure that the interests and needs of the school board are reflected in the final project.

Ensure correct approval process with governments is followed.

Supervises one or more Capital Contract Inspectors and/or Capital Projects Coordinators.

Participates in a consultative process with facility users, designers, and senior management during the planning phase of projects.

Ensures project follows Ministry policy and guidelines and is in compliance with current building and government codes.

Participates in design team selection, and ensures district educational and maintenance needs are met in the facility design. Ensures the design team follow the design intent, attends all design and construction meetings.

Assists in preparing funding submissions to the ministry by providing budget estimates for future capital projects. Participates in project risk analysis and, development of related costing.

Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion and adherence to district standards.

Carries out periodic field reviews of contract progress to ensure general conformance with the contract documents and prepares progress reports. Ensures satisfactory contractor performance; directs the change order process.

Reviews drawings and specifications prior to tender for conformance to district requirements.

Ensures satisfactory project completion within the authorized budget and schedule.

Reviews and recommends for approval, invoices. Fiscally accountable for project budgets from pre-planning to project close out.

Prepares design aid sheets for existing buildings and proposed projects.

Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Retains contract lawyers as required to mitigate potential disputes. Resolves contractual issues up to designated level. Recommends termination in cases of unsatisfactory performance.

3. **Required Knowledge**

Thorough knowledge of construction contract law, CCDC documents, CCAC documents, public tendering practicing, bonding and surety, bid depository rules and procedures.

Thorough knowledge of up-to-date building technology for architectural, mechanical, electrical and structural disciplines. Thorough knowledge of materials and methods used in building construction. Considerable knowledge of contracting practices, sub trade management and C.P.M. project scheduling.

4. **Required Abilities and Skills**

Ability to read and understand drawings and specifications.

Ability to recognize errors, deficiencies and faulty workmanship of designers and contractors.

Ability to develop, implement and maintain detailed Critical Path schedules.

Ability to effectively utilize Microsoft Excel, Word, Project and Outlook software.

Ability to communicate effectively and to establish and maintain effective working relationships with co-workers, school and maintenance staff, consultants, city inspectors, contractors and others.

Ability to provide technical information and advice in matters relating to major projects.

Excellent oral and written communication skills.

5. **Desirable Training and Experience**

University graduation in Engineering, or Architecture plus minimum five years supervisory project experience, or Registered Quantity Surveyor with minimum five years project management experience.

Consideration will also be given to a graduate of an Institute of Technology with appropriate experience. Demonstrated prior experience delivering projects in the K -12 educational sector.

Experience in all phases of the project life cycle, from feasibility thru design and construction.

Experience as chairperson of meetings of multi-disciplinary teams.

Experience in budget analysis in a construction project setting, evaluating job cost status versus budget.

6. **Required Licenses, Certificates and Registrations**

Eligibility for registration as a Professional Engineer or Architect, or as an Applied Science Technologist in an appropriate discipline.

Valid B.C. driver's License. (Business use of personal vehicle will be required.)

Provision of office space independent of district offices will be required although meeting spaces will be made available within the district.

7. **Term of Contract**

The period of contract shall be a minimum of 24 months subject to renewal or extension in minimum 6 month periods based on performance and approval of ministry funding of projects.