



CITY OF
PRINCE GEORGE

ROLE DESCRIPTION

JOB TITLE: SENIOR PROJECT MANAGER

DIVISION: PROJECT DELIVERY

DEPARTMENT: CIVIC OPERATIONS

SCHEDULE: EXEMPT

GENERAL ACCOUNTABILITY:

Reporting directly to the Manager, Project Delivery, the Senior Project Manager works collaboratively as part of the management team and ensures the delivery of capital projects from concept through post-construction documentation and close-out. This is a senior level project management role and the incumbent is responsible for the overall project management of large, high-profile, and complex capital construction projects involving multiple internal and external stakeholders, construction timelines and multi-million dollar budgets.

Responsibilities include overall project management and the provision of technical and analytical support as required. The incumbent supports the project team throughout the capital project lifecycle to ensure capital projects are delivered on time, within budget and in accordance with specifications. This position requires independent initiative and the ability to professionally and effectively interact with a diverse range of individuals and organizations.

This position is also responsible for developing financial expenditure plans, forecasting, and modeling; monitoring all capital and operation budget expenditures; assisting with capital planning, and acting as project manager for various operating and capital projects. The incumbent provides leadership, supervision and mentoring for junior staff.

ORGANIZATION STRUCTURE:

This position is one of two positions reporting to the Manager, Project Delivery.

NATURE AND SCOPE:

The Senior Project Manager manages and oversees a broad range of project activities leading to the achievement of project deliverables while adhering to the project schedule and budget. The incumbent develops short and long-range construction plans and schedules and ensures efficiency in the management of available resources.

The Senior Project Manager manages projects by coordinating engineering designs, and creating and issuing Requests for Proposals (RFP's). The incumbent develops and reviews bids for RFP's for contracted services, manages contracts with consultants and contractors, assesses their performance and addresses issues as they arise. He/she implements and monitors risk

mitigation strategies and conducts inspections to ensure that all work adheres to all applicable standards, specifications and regulations.

The Senior Project Manager prepares and reviews terms of reference, technical specifications, reports and tender documents for engineering, construction and maintenance services. The incumbent develops and delivers presentations at council and to various audiences, as required. As required, the incumbent attends council meetings to provide technical briefings on specific projects.

The incumbent develops, implements and executes the City's project management systems and documentation, including project charters, work plans, procurement strategies, schedules, status reports, budget performance reports and executive summaries to advance projects from initiation to on-time and on-budget completion.

The Senior Project Manager is responsible for developing financial expenditure plans, forecasts and models in support of project management. Through liaison with other departmental staff, the incumbent is responsible for monitoring capital expenditures and advising the Manager of progress, as well as assisting with capital planning. As part of the overall Project Delivery management team, the incumbent is responsible for setting and achieving goals for the section and for developing and implementing short-term, mid-range and long-term plans.

The Senior Project Manager provides leadership and daily supervision to employees and contractors and provides direction on workflow and priorities. The incumbent appraises the performance of staff and, when required, initiates and implements progressive discipline procedures. He/She is responsible for hiring; ensuring that every new employee receives an orientation; identifying and implementing staff training and development needs; preparing work schedules; approving vacation requests; monitoring and following up on employee absences; ensuring job descriptions are kept current and updated when appropriate; identifying, developing and implementing improved workplace practices and procedures. The incumbent ensures that existing policies and procedures are clearly identified, documented, communicated to staff, and consistently applied.

The incumbent is responsible for ensuring the health and safety of workers and contractors. This includes the development and maintenance of standard operating procedures, hazard assessments, incident investigations, safety inspections and other related health and safety processes. The Senior Project Manager must provide a strong understanding of the equipment and training required to maintain worker safety along with the necessary recording and reporting requirements necessary to meet WorkSafeBC requirements.

CONTACTS:

The Senior Project Manager has significant contact with various levels of management and staff within the organization, as well as a wide range of external contacts. The incumbent works cooperatively to build and maintain professional, effective working relationships with other City staff, community stakeholders, agencies, and external contractors and consultants. There is a strong emphasis on communication and the incumbent is expected to act in a proactive manner within the overall departmental team and City organization.

EDUCATION/TRAINING:

A University degree or post-secondary technical diploma in Architecture, Civil Engineering or Construction Management, or a related field, is required from a publicly accredited, post-secondary institution recognized in the BC Transfer Guide. A Project Management certificate (CMP) or a professional project management designation (PMP) or equivalent is essential.

Ten years of related experience in capital construction project management including resource planning, procurement and financial management and analysis. Experience with project management and financial software systems.

The incumbent must demonstrate the ability to establish and maintain effective working relationships with key stakeholders and the ability to manage numerous projects simultaneously. Strong negotiation and problem solving skills are essential.

Critical attributes include:

- Demonstrated proficiency in each of the City's leadership competencies: Innovation, Strategy, Persuasion, Communication, Delegation, Achievement, Cooperation and Empathy;
- Demonstrated expertise in project management including developing and executing project planning and documentation (e.g. project charters, project work plans, status reports, budget performance and executive summaries);
- Considerable knowledge and demonstrated expertise in construction processes;
- Thorough knowledge of quality assurance, performance measurement and continuous improvement methodologies and practices;
- Strong attention to detail;
- Ability to display independent initiative, judgment, creativity and innovation in developing solutions;
- Sound problem solving and decision making abilities;
- Well-developed research, analytical and problem solving skills;
- Resourceful and able to find ways to improve performance and processes;
- Strong leadership skills and the ability to communicate expectations, train, lead and evaluate staff and contractors;
- Inspiring and supporting stakeholder's activities towards the achievement of project goals;
- Skilled in developing, reviewing and documenting divisional work processes;
- Strong customer service orientation;
- Ability to function within, and contribute to, a proactive team environment;
- Ability to effectively and respectfully communicate, in both verbal and written form, in a way that promotes understanding;
- Excellent presentation and instruction skills;
- Ability to handle multiple tasks, a demanding workload, and effectively meet deadlines;
- Ability to successfully facilitate a positive outcome to conflicts which may arise throughout the construction process;
- Strong knowledge of the integrated Project Management Software, Computerized Maintenance Management System (CMMS), Electronic Document Management and other related computer applications pertaining to the work;
- Proficiency with Microsoft Office software applications;

- Discretion in handling confidential matters with tact and diplomacy; and
- Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: Yes. Valid BC Driver's License, full privilege, Class 5.

Vehicle Usage: Yes. Per Transportation Program.

Police Information Check: No.

Prepared by: S Young / L Hanson

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Revised by:

Date revised: