



Making a difference...together

Leadership Opportunity

Manager, Construction and Capital Projects

Planning & Protective Services – Regional Housing

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| Competition | 20/028 |
| Status | Exempt Management (2 year term) |
| Salary Range | \$108,597 to \$127,761 annually |
| Review of applications begins | 4:00pm on February 26, 2020; however, the position will remain open until filled. |
| Notes | The anticipated length of this term assignment is 2 years. |

Position Purpose

Reporting to the Senior Manager, Regional Housing, the Manager of Construction and Capital Projects provides technical expertise for the CRD's Capital Region Housing Corporation (CRHC) and assists in achieving its strategic priorities in the project management of the renewal and redevelopment of the current housing portfolio and the development of new affordable housing.

Key Accountabilities / Position Outcomes

- Identifies, and provides recommendations and guidance to the organization and the Board of Directors on viable capital projects to ensure Board members are able to make informed decisions that support the corporation's mandate.
- Responsible for standardized specification for CRHC housing stock and new development. Consults with staff to develop specifications.
- Applies for funding and financing, including alternative sources of funds such as community investment funds.
- Works interdependently with other Regional Housing (Operations, Planning and Development, Projects and Initiatives) and CRD divisions (Finance, HR, Communications, IT) to achieve Regional Housing objectives.
- Works collaboratively with the Manager of Planning and Development during the Pre-Construction phase including
 - Participate in all preconstruction "All Consultant" meetings. Provide advice on site use, floor plans and layouts from a cost and constructability perspective
 - Examine construction cost line items in proformas.
 - Assist in identifying key constraints and timelines for project start-up.
 - Prepare construction related estimates for funding submission, schematic design, development, working drawing phases, and pre-tender phases
 - Provide constructability feedback, value engineering analysis, construction readiness assessments and provide recommendations on construction feasibility, availability and cost of labour and materials.
 - Prepare CCDC contracts, review and tender trade contract along with hired Construction Management firms
- Acts as project manager during the Construction phase for building envelope remediation, redevelopment projects and new affordable housing projects under development with duties including:
 - Produce project charters, risk registers and risk analysis for senior management
 - Developing capital budgets and monitoring expenses against the budget
 - Developing schedules with critical path milestones
 - Tendering all contracts for professional services in accordance with CRD procurement policies
 - Managing contracts and acting as lead contact for all professional services and the construction team including chairing regular project meetings

- Review and manage the process related to shop drawings, RFIs, Site Instructions, CCNs, change orders, invoicing,
- Managing payments and the claims process during construction and reconcile budgets at end of construction
- Reviewing all contract changes and coordinating change control process –maintain records of all changes and required approvals
- Reporting to funders, Senior Management and Board of Directors on project progress
- Monitoring and assisting the design teams in addressing deficiencies following substantial performance
- Oversee post-completion reviews, verifying close out documentation and one year warranty review process
- Maintaining all records for the project
- Works closely with government and community stakeholders in affordable housing, providing and ensuring positive links with these stakeholders and the CRD; ensuring that the CRD’s interests are maintained at all times.
- Anticipates organizational and client needs, and influences the development of innovative solutions to matters pertaining to the function’s mandates; develops and manages plans to complex issues, finding creative solutions that meet organizational objectives.
- Provides leadership, direction and guidance to staff, contractors and partners of the function.
- Participates in annual budget planning, providing leadership on major capital budgets.
- Works closely with the Senior Manager on all matters pertaining to the housing function and the Planning and Protective Service Area

Qualifications

Degree in Engineering, Construction Management, Project Management or related subject area and a minimum of eight to ten years of experience in the area of construction, building envelope remediation, and asset planning. An equivalent combination of education and experience may be considered.

Role-specific Knowledge, Skills & Abilities

- Extensive knowledge of CCDC contracts including CCDC 5A, 17
- Extensive knowledge of Workers Compensation Act, WorkSafeBC regulations
- Knowledge and understanding of all aspects of housing finance including new construction costs as well as maintenance and retrofitting; must understand the complete construction process.
- Extensive experience in the management and delivery of major capital projects
- Well-developed skills in negotiation, collaboration, persuasion and influence management.
- Experience with the development and implementation of strategic plan initiatives.
- Experience with and understanding of other levels of government and the ability to establish and maintain effective, collaborative relationships with various stakeholders and internal and external partners.
- Strong knowledge of project management and the ability to generate, coordinate, implement and manage multiple projects to meet required objectives and deadlines.
- Excellent organization, customer service and public relations skills.
- Demonstrated communication and presentation skills, with the ability to explain complex technical and non-technical issues to a wide variety of stakeholders.
- Ability to utilize innovative, effective problem solving techniques to deal with complex issues.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and internet searches.
- Valid BC Driver’s license is required.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under “Careers”.

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



Appendix – Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

Leadership Summary

Leaders at this level are generally recognized as specialists in their field who integrate their depth and breadth of experience in their own discipline with knowledge of business priorities and functions to address complex problems and non-standard situations as a key contributor in an intricate and critical environment. They anticipate client needs, identify solutions, and interpret internal/external business issues, recommending best practice in their own discipline. They explain difficult concepts and persuade others to adopt a point of view. These leaders may lead teams or projects, forecasting and planning resources to meet objectives and managing costs for specific projects.

CRD Leadership Competencies:

While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:

Thinks Strategically

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

Sees the Big Picture

Understands and helps others see the complexity of the CRD environment, including:

- Identifies connections, relationships and possibilities between and within different parts of the CRD
- Considers the impact of actions on other areas and/or the whole organization
- Helps others to connect current actions with the vision and strategic goals of the CRD
- Reviews and adapts plans to take advantage of emerging opportunities and to address changes in other areas.

Understands the Politics

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

***note: internal stakeholders can include decision makers, those who allocate resources and/or superiors*

Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

Fosters Innovation

Fosters innovation at all levels of the organization to serve the public in new and better ways, including:

- Creates a safe environment for learning and experimentation
- Highlights and celebrates innovation throughout the CRD
- Values the learning gained from unsuccessful ventures
- Approaches new ideas with a respect for and understanding of historical practice