PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>998734, 992119</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Associate Director, Project Management Services</td>
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<tr>
<td>Department:</td>
<td>Facilities Management</td>
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<td>Reports to:</td>
<td>Director, Project Management Services</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct__8___  Indirect____8___</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 19</td>
</tr>
<tr>
<td>Last Updated</td>
<td>April/2018</td>
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2. Position Summary

As stewards of the campus, Facilities Management fosters and enriches an inviting and functional environment that welcomes and supports all who come here. Facilities Management’s customers include Deans, departments, faculty, staff and students. The department’s branches work together as a team to ensure a high standard of customer service delivery, as well as the provision of capital projects, and effective, efficient and safe performance for the operation and maintenance of campus buildings.

Reporting to the Director of Project Management Services, the Associate Director of Project Management Services is responsible for the management and oversight of design and construction services for the delivery of the university’s capital projects and related services. The Associate Director is responsible for project management staff, as well as contracted resources and provides leadership and expertise to project stakeholders across the campus, including academics, researchers, unit leaders, students, staff and others through the full-cycle management of projects – from planning and design through to delivery and closeout.

This position leads project stakeholders (academics, researchers, unit leaders, students, staff and others) through delivery of major new building projects and renovations on campus. These responsibilities require consultation and effective communications with internal user groups and external vendors. The position is responsible for the administration, reporting, and spending required for university projects funded through capital accounts and customer accounts. Responsibilities include liaising closely with Facilities’ Managers, and assisting and guiding Facilities staff and external service providers in the delivery of projects.

Under the direction of the Director of Project Management Services, this position liaises with the University’s Financial Planning and Operations Office, Purchasing Services, Campus Security, Occupational Health and Safety, FMGT maintenance shops and janitorial services, external regulatory agencies, and industry related consultants / organizations. This position provides direct management, supervision, training and mentoring of the all the project management staff within the department. This position will also provide supervision, training and mentoring to project management resources on contract and/or out-sourced.

The Associate Director’s involvement in projects requires flexibility to work weekends or after hours in accordance with project schedules; work requires physical, sight and hearing abilities ensuring safety and conducting site visits where there is exposure to height conditions, noise,
untidy and potentially hazardous site conditions during construction and/or including exposure to weather conditions.

### 3. Key Responsibilities and Expectations

<table>
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<tr>
<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<td>Manage Services</td>
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<td>45%</td>
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- Manage resources to ensure the department is equipped to provide services that meet customer needs and expectations within the Department’s mandate.
- Align staff priorities and efforts with the Project Management Services Division and overall FMGT Department priorities to ensure integrated and collaborative efforts.
- Collaborate with the Director to ensure that the Division is effectively integrating its services.
- Provide recommendations, advice and guidance to university staff regarding University standards, policies and procedures.
- Actively participate as a member of university facilities committees as required.
- Collaborate with key internal contacts such as the Director, Executive Director, FMGT Leadership Team, AVPFO, Deans, and other Directors and Department Heads.
- Work internally with other members of the Department and University staff in long-term planning and issues of service delivery.
- Responsible for overall project management and delivery of capital projects on campus, and the training and coaching of project management staff, in the areas of financial cost control, quality control, risk management, adhering to established schedules; makes recommendations and implements measures for improvement as required.
- Actively participate in short, medium and long-term planning of projects so that those projects are planned to enable the University’s priorities.
- Manage project prioritizations based on the strategic needs of the university, and allocation of resources accordingly.
- Contribute to the development of detailed Programs of Requirements for building projects based on accepted standards and in collaboration with customers; interface with user groups to ensure Programs reflect needs.
- During project design development, review and critique project consultant designs, and review completeness of drawings, commenting on conformance to university standards and guidelines.
- Collaborate and contribute to the maintenance of all University building standards and policies related to building systems, products and materials, as well as consultant services guidelines and contracts.
- Advise staff on possible variations of standards and analyze the implications of doing so.
| Construction Projects and Contract Administration 45% | • Approve requests to vary standards and makes recommendations to consultants  
• Manage the delivery of staff and contracted services for all capital projects, ensuring their proper planning, design, specification, delivery and administration.  
• Advise the University on consultant / supplier contract administration and conflict resolution; negotiate with professional consultants / suppliers in solving complex problems related to completion of construction.  
• Manage, interpret and administer contracts and where necessary liaise with the Director on matters of dispute.  
• Ensure accurate implementation of all acts, policies, regulations, statutes, and codes relative to building projects and provide technical advice to staff regarding procedures for doing so.  
• Review consultant project designs and provide approval of designs at critical milestones of project development.  
• Ensure adherence to proper procurement procedures for appointing consultants and contractors / suppliers with adherence to government regulations.  
• Initiate and manage the construction tender process; evaluate and assist in award of contracts and where applicable make recommendation for final approval to the Director.  
• Develop and negotiate contracts with architectural, engineering and other special consultants and suppliers; evaluate and oversee award of contracts or, where applicable, make recommendation for final approval to the Director.  
• Liaise and ensure coordination with the Manager of Modification Services and other senior staff to ensure state-of-the-art project management practices, processes and procedures are incorporated as part of all departmental project delivery.  
• Provide project information and analysis as required for reporting as required by the Director in support of the Executive-Director, VPFO and Board of Governors.  
• Review and oversight of processing of consultant, contractor, and supplier invoices. |
| --- | --- |
| Accessibility, Sustainability and Green Building Initiatives 10% | • Ensure that the University addresses universal accessibility in all its projects to improve the campus for those who have challenges and special needs.  
• Ensure sustainability is considered in all activities.  
• Ensure high performance and green building initiatives are incorporated in all capital construction projects.  
• Participate in the development of metrics for the measurement and reporting of Sustainability Policy successes. |
- Ensure that LEED mandatory credits, green building initiatives and interior furnishings standards are outlined and maintained in the university’s building standards.

4. **Classification Factors:**

**Problem-Solving:**
- Requires the expertise to carry out in-depth analysis of complex and unique capital planning issues, and critical thinking to identify creative and strategic solutions requiring interpretation and investigation of alternative methods, regulatory requirements and innovative thinking to conform to Departmental practices and policies, and may research or provide expertise for university policies and develop related standards and procedures, tools and templates. Ensure processes and procedures are developed and implemented in compliance with University policies.
- Reasoned, calculated and considered analysis with an understanding of programmatic, design and technical priorities is required for advice and project decision making at critical milestones.
- Review of design and specifications requires understanding of contract documents, roles and responsibilities of service providers to determine responsible parties and provide clear direction to expedite solutions.
- Consultant disputes require detailed background analysis, and a clear approach combined with understanding of legal aspects consultant engagement.

**Responsibility for Financial & Material resources:**
- The position has single transaction signing authority for $30,000, accessed as regularly as daily.
- Responsible for day-to-day monitoring and administration of project budgets ranging from $5,000 to well over $100M.
- Assists and supports the Director’s management decisions regarding the allocation of funding to address priorities and pressures on resources including the implementation of new initiatives to reduce expenditures.

**Responsibility for Human Resources:**
- Receives formal supervision from the Director.
- Holds formal supervisory responsibility for half of all unionized staff project management positions and relevant short-term appointments in the Project Management Services unit. Responsibilities include scheduling and approval of time and leave, training, coaching, motivating and performance planning and evaluation. Escalated performance management activities are done in conjunction with the Director.
- On a project-by-project basis, holds formal supervisory responsibility for project teams, work study, coop, consultants or other professional service providers. Provides formal guidance and coordination to projects (including other FMGT staff from operations maintenance shop staff, project officers).
- Manages and comments on quality control of deliverables from outside professional service providers. Contact with consultants requires experience, tact and patience, and precise written and oral expression when dealing with complex building issues.
- As Associate Director, supervisor and employee, ensures safety regulation, policy, procedures and guidelines are current and upheld.
- Prepares and submits WorkSafeBC claim forms in the event of an employee injury and liaise with OHSE/HR on any claim related issues.
• Ensures code and safety considerations are integrated into all plans and activities.
• Ensures systems are in place and standards are established and maintained to protect University property, buildings and infrastructure.

Impact of Decisions and Actions:
• Manages project planning, spending tracking and completion with operational impact and significance, including cost and risk.
• Receive and assess invoices and payments; analyze changes in price, compared against budgets and approve, or where applicable, make recommendation for final approval to the Director.
• Manage and administer capital project and customer budget spending.

Independence:
• Ensure the Director remains advised of all sensitive and complex project issues, and ensure collaborative decision making.
• The Associate Director, Project Management Services, makes decisions on the management of projects, consultant and supplier procurement, and deals directly with project stakeholders.
• Decisions generally are analytical in nature, and many require immediate attention to problem solve issues that could result in significant financial or scheduling impacts for the university.
• Many decisions made by the Associate Director, Project Management Services, impact on the Department’s and University’s image across the University sector such as the way services are procured, customer issues are effectively managed, and sustainability initiatives are incorporated.
• Decisions are guided by policy, industry standards, best practices, as well as established processes and procedures.
• Participate in the development or revision of university Building Policies, lead and recommend changes where warranted.
• The position requires a high level of expert knowledge and independence, understanding of planning and design, consultant procurement, product specifications, and the work is reviewed and evaluated based on results.
• Determination of priorities in accordance with the Director and department priorities, in response to project urgencies.

5. Summary of qualifications:

A university degree in Architecture, with minimum 9 years relevant experience in a senior project management role responsible for planning, design and construction contract administration, and a minimum 5 years of management / supervisory experience.

An equivalent combination of education, training and experience could also be considered.

Experience and abilities to include:
• Able to provide effective briefings, seminars, presentations, to both small and large audiences.
• Extensive knowledge of capital project management, planning, design, construction and project administration.

• Management / supervisory experience in the hiring and oversight of industry professional consulting and contracting services.
• Management / supervisory experience obtained in a large, complex and unionized environment.
• Able to lead and manage staff and outside project management service providers in a collaborative team approach.
• Demonstrated knowledge of legal aspects of construction contract law.

In addition:
• Ability to manage and train staff in a collaborative team environment; and,
• Uvic Core Competencies (listed below)

UVic Core Competencies:
The competencies represent the skills, knowledge and behaviors required to advance the initiatives of the unit/department and the university.

Key job-specific competencies include:
• Commitment to Quality – improves work practices to achieve desired results and support productivity.
• Navigating Change – demonstrates adaptability and resilience in response to changing work environments and demands.
• Communication – Communicates (English) effectively in conversation and writing with a broad range of people.
• University Community – values diversity of the university’s people and their cultures. Demonstrates and understanding of the university’s vision, mission and goals.

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<th>Employee’s Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
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