#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Associate Project Manager

**Job Number:** X-420 | VIP: 1726

**Band:** EXEMPT- 6

**Department:** Facilities Management

**Supervisor Title:** Director, Campus Planning & Development

**Last Reviewed:**  April 12, 2023

#### **Job Purpose:**

The Associate Project Manager participates in the responsible and effective development of the University by providing project management for small and medium capital building and renovation projects. The Associate Project Manager is responsible for providing academic, ancillary teaching, research, and other spaces for the University community.

#### Key Activities:

1. Provide project management and technical expertise by leading or assisting in the project scope definition process, create project plans, and establish project milestones and schedules. Control and monitor project scope, budget and schedule throughout the life of the project.
2. Work with the Purchasing Department to develop Request for Proposal (RFP), Request for Expression of Interest (RFEI), Request for Quotation (RFQ) and/or Tender documents in conformance with University procurement policies and procedures. Coordinate responses to questions during procurement, lead the evaluation process and produce recommendations for vendor selection.
3. Review project contract documents, drawings and reports for accuracy and compliance with University’s project requirements prior to tender or start of work and throughout the project. Coordinate feedback as needed to design team, building users, contractors, and sub-contractors on any revisions to scope of work. Assist in the contract development process.
4. Build and maintain effective relationships with internal stakeholders including academic departments, researchers, student groups (TCSA etc.), ancillary operations (athletics, housing, conferencing, security & parking, etc.) through pre-consultation. Identify user’s needs and manage expectations about project planning and implementation processes. Participate in engagement and consultation activities with the broader University community, the Peterborough/Trent community, and rights-holders.
5. Collaborate with Facilities Management staff, ensuring effective teamwork and establishing high quality standards of work and organizational performance. Develop and maintain professional and productive working relationships with consultants, contractors, and vendors to ensure project goals are met.
6. Assist in the preparation of capital audit statements for MTCU/Board approval as they relate to BOG approved capital projects; government funded grants or programs (FRP, CRP etc.); donor gifts; federal and provincial research granting agencies (SSHRC, NSERC, CFI, OIT), etc.
7. Identify and ensure that all regulatory requirements, standards, and by-laws are adhered to in collaboration with the relevant authority having jurisdiction pertaining to project such as municipal building department, municipal Fire Marshall, Conservation Authority, WSIB, WHIMS, TSSA, ESA, AODA, OBC, MOL, MNRF, MECP, TSW, CFIA, etc.
8. Monitor and track leases to make sure that agreements that are up for renewal are reviewed and updated in a timely fashion. Maintain relationship with property management companies for Trent-owned houses and respond to issues as needed.
9. Contribute to departmental asset management, sustainability and energy initiatives and consider the long-term asset life cycle in decision-making.
10. Manage and maintain official project records including charters, approvals, budgets, schedules, specifications, drawings, etc.

#### Education Required:

* Honours Bachelor’s Degree (4 year) or equivalent experience in a related discipline (e.g., Engineering, Architecture, Business Administration).
* Project Management Professional (PMP) or other recognized Project Management certification completed or in progress is preferred.

#### Experience/Qualifications Required:

* Minimum five (5) years of project management experience.
* Solid understanding of construction processes, land use and development approval/permitting processes, green building principles.
* Advanced analytical skills with the ability to identify and anticipate risk, adapt to change, and work within ambiguity.
* Demonstrated problem-solving skills. Ability to shift between ‘high level’ thinking about project deliverables and detailed knowledge of the budget, contract details, milestones, etc.
* Excellent interpersonal and written/spoken communication skills, tact and patience. Excellent conflict resolution and negotiation skills and political acumen.
* Demonstrated understanding of and experience with project budgets financial management, PSAB purchasing processes pertaining to capital projects.
* Solid understanding of contract administration principles and procedures as they relate to capital projects.
* Demonstrated understanding of contract administration procedures as they related to small and medium capital renovation projects. Includes approving and processing change orders (CO’s), site instructions (SI’s), requests-for-information (RFI’s), payment certificates, progress draws, holdbacks, substantial completion criteria, etc.
* Excellent organizational skills including time management, work planning and coordinating.
* Demonstrated ability to foster teamwork.
* Strong knowledge of legislative and regulatory frameworks including the Ontario Building Code, National Fire Code, National Fire Protection Act, Occupational Health and Safety Act, Construction Lien Act, environmental regulations, land use planning policies, etc.
* Understanding of and experience with capital rehabilitation and renewal planning.
* Intermediate computer skills – Microsoft Office, project management software, Internet/E-mail, records management software. Knowledge of AutoCAD an asset.
* Valid Class ‘G’ drivers license.

**Job Evaluation Factors:**

##### Analytical Reasoning

Decisions are made regularly that involve complexity. Identifies, develops and initiates solutions and innovations where precedents and procedures may not exist. Conversely, work also requires decisions in a complex and often conflicting regulatory framework where thinking ‘outside of the box’ is required to find a solution while still ensuring conformity to defined requirements.

Project scoping, planning and implementation requires considerable logical, rational, evaluative, and critical thinking skills.

Competing priorities and stakeholder needs is common; strategic thinking and analysis is required to balance and manage these often-conflicting needs.

Worksite conditions are diverse and complex and require the ability to read, interpret, co-ordinate and discuss technical drawings with multi-disciplinary stakeholders, to ensure work on site progresses to a predetermined schedule and budget.

##### Decision Making

Decisions are made throughout daily activities, following the scoping and analysis of varied options, with minimal supervision or consultation with other FM staff.

The decision to approve a Change Order follows a detailed review of the scope of the project, impact analysis, as well as taking into consideration schedule and budgetary constraints.

##### Impact

Decisions impact other University departments, as renovations and/or additions are geared to meeting the needs of others at the institution.

Renovation delays due to inclement weather, or delayed product delivery, can result in delayed departmental moves and office set-up or delayed class scheduling because teaching/research spaces are not completed on time.

Cost overruns can have a financial impact on the overall budget.

The failure to adhere to contract provisions or potentially sever a relationship with a consultant, contractor or provider mid-project can have implications operationally, financially and legally.

Must be able to use discretion and maintain confidentiality.

##### Responsibility for the Work of Others

*Direct Responsibility for the Work of Others*

May be assigned staff (direct supervision) for specific projects or periods of time. May supervise and direct the activities of student employees.

Responsible for monitoring and tracking the work of other consultants, facilities management, and other project team members, including following up on issues or missed deadlines. Provides leadership and direction on the resolution on ongoing issues. Consults with Project Manager and refers significant issues to Supervisor.

*Indirect Responsibility for the Work of Others*

Indirectly responsible for the work of consultants and contractors, including coordinating and scheduling their work as part of the project and managing relationships.

##### Communication

*Internal*

Internally works with multiple stakeholders of various positions within the University depending on the project. Working frequently with stakeholders in security/risk management, conference services, IT, facilities management, finance/purchasing, communications, colleges, and senior administration. Required to have a strong knowledge of all the major functions of the University to be able to identify which stakeholders will be affected by a project and initiate outreach and communication early in the project. Regularly consults with University legal counsel.

Engages internally with the Trent Elders and Knowledge Keepers and externally with staff from Curve Lake First Nation and Hiawatha First Nation as needed.

*External*

Externally works with consultants, service providers and vendors from a variety of disciplines including architects, engineers, ecologists, landscape architects, archaeologists, geoscientists, surveyors, general contractors, trades, etc.

Undertakes outreach early and throughout a project with municipal officials, and other regulatory bodies including the building, planning, engineering, public works and legal departments, CA, MECP, MNRF, MTCU, MPAC and TSW/Parks Canada.

##### Motor/ Sensory Skills

Keyboarding skills are essential including the transfer of confidential documents, drawings and financial analysis.

Ability to climb stairs and into awkward locations to investigate various site conditions. Coordination to navigate safely over uneven topography of outdoor work sites.

Ability to tolerate noise of machinery typically found on construction sites. Exposure to smells of day-to-day construction activity (e.g. paint fumes, concrete curing agents and VOC’s).

##### Effort

*Mental*

* Significant mental effort is required. High level of sustained concentration and clear thinking while processing a large volume of data in short periods of time is required. Examples include pressure and tight timelines to meet University objectives, schedule requirements and governance processes. Attention to detail is critical and the consequence of errors are routinely significant to the project.
* Excellent written and verbal communication skills, with long periods of listening and interpreting content (including highly detailed and specialized construction drawings) is required.
* Ability to multi-task and prioritize numerous projects is required.

*Physical*

Prolonged periods of sitting at a desk and/or in meetings for extended periods of time. Walking to various parts of campus to meet clients and stakeholders and do walkthroughs of construction sites.

##### Working Conditions

*Psychological Conditions*

Fast paced environment, where projects are characterized by changing priorities and deadlines. Multiple competing demands. Constant interruptions that must be responded to.

Antagonistic meetings with large, multi-disciplinary stakeholders.

Significant computer use. Large portions of time are spent developing, reviewing, and adjusting project plans/drawings/specifications.

*Physical Conditions*

Dusty, noisy construction sites with expected disagreeable outdoor conditions.