

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Construction Project Manager

POSITION: Construction Project Manager
POSTING DATE: May 2/2018
ANTICIPATED START DATE: As Soon As Possible
REPORTS TO: Operations Manager
HOURS OF WORK: Monday to Thursday 8:30 a.m. to 4:30 p.m. including ½ hr. unpaid meal break; Friday 8:30 a.m. to 1:00 p.m.
Occasional additional hours, overtime, evening and weekends required to meet operational and ongoing project needs.

DUTIES:

Under the direction of the Operations Manager, this position will plan, organize, direct, control and evaluate construction projects from start to finish according to schedule, specifications and budget, provide technical and management support and assist operations staff in the planning and implementation of construction projects. The position will also provide coverage and backup for the Operations Manager when necessary. **A key role will be the training and mentorship of MSIFN Carpenters and Site Supervisors in preparation for added responsibilities in Construction Project Management.**

Key activities:

Project Management

- Manage project start-up meetings and procedures including job site trailer or office, master filing system, project billings, cost accounting system, and project directory
- Promote a culture of health, safety and environmental protection on the project by taking an active role in the implementation of the Project Specific Safety Program (PSSP) to achieve compliance of standards, applicable legislation, regulations and codes
- Develop, coordinate and administer the Project Quality Plan, schedule and budget and ensure project materials and workmanship meet the project quality standards and design requirements
- Performs administrative and recordkeeping functions including the review and distribution of drawing documentation; preparation of correspondence and meeting minutes; and maintenance of files, logs, drawings, specifications, submittals
- Manage the (sub) contract management / procurement process through the tendering and awarding of work, processing invoices and progress claims, and assisting with the review of drawings, documents and inquiries
- Ensure insurance, WSIB clearance, and other documentation is clearly provided by subcontractors
- Ensure that employees and subcontractors comply with safety procedures and regulations such as PPE, fall protection, confined space, excavation and trenching, specifications and regulatory compliance
- Maintain a safe operating environment for Installation Crews by providing clear instructions and training
- Maintain schedule and document control and develop and maintain critical paths
- Chair and ensure minutes of Owner and Subcontractor meetings
- Oversee change order management process by securing pricing from the vendor / subcontractor, reviewing and inputting the data for Operations Manager review, submitting change requests for approval, and following through with (sub) contract change orders / purchase orders as directed
- Develop/track project milestones, creation and maintenance of the project schedule and updates the master project schedule
- Review site progress
- Prepare for project close out by collecting warranties, O&M manuals, and occupancy documents; creating turnover documents; demobilizing site; and archiving documents

Supervision of Staff

- Provide direct supervision to Construction Site Supervisor and other subordinates when required
- Coordinate work to be completed for all new buildings, repairs and renovations - this includes scheduling work around contractors and with available staff as needed
- Ensure completion of duties by construction staff in a timely manner; within policies and procedures, within budget
- Ensure Construction Department Health and Safety compliance
- Address/coach/counsel/discipline direct reports and document any issues daily
- Conduct performance appraisals for direct reports
- Resolve construction department problems and recommend work measures to improve productivity
- Identify training needs and arrange for departmental training of workers when possible

- Participate in construction staff interviews
- Manage the requirements and performance of contractors and service providers

Planning and Communication

- Anticipate and resolve project issues and scheduling difficulties and advise the Operations Manager of potential problems
- Develop, review and revise standard operating procedures for the Construction Department
- Maintain communication with staff and community regarding construction issues
- Attend Operations Meetings
- Evaluate and communicate changes to construction staffing requirements based on changing operational needs
- Prepare and update schedules (in Microsoft Project) and other reports, including a weekly report to the Operations Manager
- Liaise with Housing Coordinator, Construction Site Supervisor and homeowners monthly with respect to new builds

Financial Management:

- Develop and submit annual construction project budget, cost projections and work plans and overall management of projects related to the construction department
- Monitor and evaluate project expenditures to ensure programs are operating within the approved budget and provide variance reports
- Assist in the preparation of funding proposals as required
- Provide quarterly/annual reports for all program funding sources as required
- Prepare regular, timely and accurate billing direction and ensure timely payment of subcontractor billings working closely with the Operations Manager and Finance Team
- Provide cost reports
- Communicate Price Changes to Owner(s)

Related and other duties:

Special projects assigned tasks and additional regular duties as required by the Operations Manager.

PAY RANGE: \$38.60/hr. to \$43.36/hr or \$70,252/yr. to \$78,915/yr. based on 35 hr. work week (Job Level D)

MINIMUM QUALIFICATIONS:

- Post-Secondary Degree in Construction or Project Management
- Project Management Certification/Professional Designation and advanced skills in project management software
- Minimum 10 years of total work experience, minimum 5 years related work experience, including working knowledge of construction documents, drawings, and specifications including construction practices and methodologies
- Ability to develop, manage and track and evaluate comprehensive construction and other project plans
- Able to communicate clearly and collaborate with multiple project stakeholders and interpret stakeholder needs
- Capable of identifying issues and generating solutions in moderately complex situations
- Willingness to contribute actively in team discussions, sharing experiences and ideas
- Strong organizational and planning skills and the ability to manage multiple priorities
- Strong computer skills with an aptitude for learning new programs.
- Familiarity with scheduling software, AutoCAD, BIM and Microsoft Office Suite
- Experience reading and costing blueprints and sketches
- Safety, First Aid, CPR, WHMIS training and certification
- Valid driver's license and \$1M liability insurance
- CPIC/VSS acceptable to position upon conditional offer
- Knowledge of Privacy legislation
- Knowledge of the Ontario Building Code
- Knowledge of all aspects of building construction i.e. septic, electrical, plumbing, and excavating

Considered and Asset:

- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations, especially building and construction
- Asset Management Software knowledge and experience

TO APPLY: Complete application form (mandatory - can be picked up at the band office) or also send resume, including a cover letter, to Barbara Kerel (e-mail or fax acceptable).

DEADLINE: **May 15/2018**
QUESTIONS: Barbara Kerel, Administrative Assistant
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
bkereel@scuqogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"