

Senior Project Manager

Facility Management

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

The Senior Project Manager, under the Director of Facility Management, oversees multiple capital projects concurrently. They lead project teams comprising of internal Technical Officers, external professionals, client representatives, senior officials, and supporting agencies across all phases of Facility Management projects. This includes planning, design, construction, occupancy, and closing. The role requires a deep understanding of financial reporting, procurement policies, industry standards, finance, administration protocols, and project delivery methodologies. Responsibilities include developing project requirements, establishing schedules and budgets, managing proposals, evaluating site conditions, and resolving conflicts. Additionally, they oversee project progress, expenditures, and compliance with policies and standards, and manage the transition to operational status, ensuring proper documentation. Human resource management tasks such as recruitment, supervision, and evaluation are also part of the role to maintain project quality.

REQUIRED QUALIFICATIONS

- Undergraduate degree in Engineering or Architecture, or equivalent combination of education and formal Project Management experience may be considered (i.e., Certification of PMP, CET, ASCT,)
- Extensive experience managing capital projects in Facility Management environment
- Supervisory experience, including effective human resource management understanding
- Experience managing the proposal/tender process, including the preparation of construction documentation
- Exceptional financial planning and reporting skills
- Significant leadership experience with a team-oriented and collaborative approach
- Ability to lead and work through complex issues and to make difficult decisions
- Proven ability to meet deadlines, prioritize tasks, and is self-driven with a focus on solutions.
- Establish and maintain strong relationships with external and internal stakeholders
- Effective verbal and written communications skills
- Proficiency in the use of Microsoft Office Suite (i.e. Word, Excel, Outlook, Powerpoint)
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience with a variety of project delivery models (i.e. CM, DB, etc.)
- Working knowledge of CCDC & CCA documents
- Experience with amending documents such as Sis, PCNs, COs, etc.

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- Incumbent must hold a valid class 5 driver's license
- May be required to work at various RRC Polytech campuses
- This position may be required to travel
- This position is subject to audiometric assessments

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-064

CLOSING DATE

April 2, 2024

SALARY

\$81,320 - \$111,254 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr