ORGANIZATIONAL OVERVIEW
Camosun College is a comprehensive community college serving the people of the Greater Victoria Region of British Columbia, on scenic southern Vancouver Island. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls over 19,000 learners each year, including over 1,100 Aboriginal students of First Nations, Métis and Inuit ancestry and over 1,600 International students from more than 80 countries. Situated on two beautiful campuses with the geography and moderate climate unique to Canada’s west coast, Camosun offers more than 160 certificate, diploma, and bachelor’s degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. Major infrastructure investments, like the Centre for Trades Education & Innovation, and the Centre for Health and Wellness ensure Camosun continues to expand its reputation as a community leader, an applied research hub, and an education powerhouse, providing transformative experiences for students and employees alike. The College has an operating budget of over $123 million.

POSITION SUMMARY
Facilities Services is responsible for planning and providing an inviting and functional learning & working environment at Camosun College. Capital Projects is one of five functional units within Facilities Services. The department’s units work collaboratively as a team to ensure an integrated high standard of customer service and project delivery. Reporting to the Director the Capital Projects Manager will plan, coordinate, design, and manage project construction,
prepare and manage budgets, schedules and programs for the College’s capital projects and related services. As well, the Capital Projects Manager will assist with the implementation and completion of major capital and special projects, including long range facilities/campus planning.

A competitive salary, opportunities for professional development and an excellent benefit package are offered. Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.

JOB DESCRIPTION

EXEMPT JOB DESCRIPTION

Working Title: Capital Projects Manager

Dated: February 4, 2008

Department / School: Facilities Services

Supervises: up to 2 Staff

Reports To: Director - Facilities Services

Updated: March 20, 2017

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C) REPORTING RELATIONSHIPS
Reporting to the Director of Facilities Services, the Capital Projects Manager may supervise two full-time regular support staff: a Supervisor, Facilities Services Projects and a CADD Technician and occasional temporary staff as required.

D) ESSENTIAL JOB FUNCTIONS
Under the general direction of the Director, this position is responsible to design, specify, tender, award and manage all capital, renovation and renewal projects for the College. This is a capital project planning, development, and management function involving technical, contractual, planning, supervisory, and financial activities in support of capital project delivery. The work involves applying project planning and development, and technical knowledge to new construction, renovation and major maintenance projects to meet the needs of Camosun College user groups.

The Capital Projects Manager assists in project prioritization, develops scopes of work, reviews fee proposals, coordinates activities of architects, consultants, contractors and liaises with college personnel. The Capital Projects Manager exercises considerable independence of judgment and action in order to maintain project budgets and schedules for several projects simultaneously.

The Manager is responsible for timely delivery of capital projects on campus and the supervision, coaching, mentoring and training of direct reports in areas including cost control, quality control, and schedule and risk management.
Planning/Special Projects

- Actively participates in short, medium and long term planning of projects and develops multi-year capital implementation plans. Undertakes studies and commissions reports in support of future planning projects
- Monitors facilities space use and prepares recommendations to increase utilization through both operational changes and renovations.
- Completes space planning and interior design for space modifications including scheduling, quoting, bidding, field inspection, and final inspection for completion of projects.
- Provides expertise and assistance to college staff in determining space layouts to optimize space utilization.
- Initiates innovative approaches and solutions to improve both space utilization and the overall working and learning environment at the College.
- Participates in a consultative process with facility users, consultants, and appropriate administrators during the planning phase of projects
- Manages and maintains the facility condition and facility inventory data bases for the college

Renovations

- Develops the minor capital budget for renovations, approves and monitors renovation expenditures within allotted budget.
- Consults with departments requiring renovations to determine most cost effective option to meet requesting department’s requirements while meeting facilities standards and all applicable codes.
- In consultation with the Purchasing Department develops tenders, reviews bids, evaluates and selects bids based on predetermined criteria.
- Defines, coordinates and schedules the services of outside consultants providing project design work or specialized facilities service work. This includes defining scope of services, reviewing fee schedules, liaising with and reviewing consultants’ work.
- Assists in the development and communication of internal standards for facilities renovations
- Interprets and complies with codes, regulations, bylaws, and all applicable legislation relating to the facilities.

Capital Project Planning and Development

- Assists with oversight and coordination of all capital planning, construction and start-up of new buildings facilities, and additions. Development includes but is not limited to utilities, furniture, signage, energy, environment, building systems, as-built drawings/records, etc.
- Assumes additional responsibilities and duties assigned by the Director.
E) KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of capital project management, planning, design, construction and project administration
- Thorough knowledge of CCDC documents, public tendering practices including BC Bid, bonding and surety, bid depository rules and procedures
- General knowledge of construction contract law
- Demonstrated success in managing and delivering on complex projects
- Thorough knowledge of current building technology for architectural, mechanical, electrical and structural disciplines
- Considerable knowledge of contracting practices and sub-trade management.
- Solid understanding of building systems and the ability to read and understand drawings and specifications.
- Demonstrated ability in financial planning, budgeting and forecasting
- Ability to adapt and respond to emerging needs
- Ability to evaluate and identify deficiencies and sub-par workmanship of designers and contractors
- Exceptional interpersonal skills including the ability to negotiate and influence others
- Exceptional oral and written communication skills and demonstrated ability to establish and maintain collaborative working relationships with co-workers, college employees, consultants and contractors.
- Ability to motivate and effectively supervise others
- Must be self-directed with a high degree of initiative and confidentiality as well as function as a team player, including flexibility of tasking within Facilities Services
- Computer literate with a high degree of proficiency with the full suite of MS office products (including Microsoft Project) and databases.

F) QUALIFICATIONS

- An under graduate degree in a related discipline such as architecture, engineering or project management.
- A minimum of six years relevant experience in a project management role with responsibility for planning, design and construction contract administration
- A minimum of four years’ directly related experience in a large, complex or multi-union environment with increasing scope of responsibility (preference given to work experience in a post-secondary setting)
- An equivalent combination of education and experience could also be considered.
- Valid B.C. driver’s license. (Business use of personal vehicle will be required.)