



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

21-64 Project Technician / Technicien En Gestion De Projets

Job ID 0F-63-6F-A8-35-5E

Web Address

<https://careers.indigenous.link/viewjob?jobname=0F-63-6F-A8-35-5E>

Company Bishop's University/ Universite Bishop's

Location Sherbrooke, Quebec

Date Posted From: 2021-12-22 To: 2022-01-30

Job Type: Full-time Category: Engineering

Job Start Date January 2022 - janvier 2022

Job Salary Class.e 14 - \$28.84 To / A \$37.65 Per Hour/de L'heure (Unionized

Position/ Poste Syndique)

Languages -Fluent English & French Written & Spoken / Maitrise Du Francais
Et De L'anglais A L'oral Et A L'ecrit

Description

The following statements are intended to describe the general nature and level of work performed.

They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Project Technician for a regular full-time position in the Buildings and Grounds department. Reporting to the Manager Capital Planning & Projects, the incumbent will be responsible for the technical aspect of projects such as designing, planning, executing, and overseeing projects for renovation of University buildings as well as the construction of new smaller buildings. The incumbent will also prepare cost estimates, tenders, quotes and operate the buildings' fire prevention systems. This position has a work week of 40 hours from Monday to Friday with occasional weekends and evenings required.

Nature of duties and responsibilities

- In consultation with professionals, conceive and elaborate, from observations and/or elements given or gathered personally, plans, tenders and specifications necessary for interior design or renovations and construction of small buildings (architecture, structure, fire prevention, etc.) while respecting established rules and regulations;
- Prepare preliminary and final estimates for projects (materials & labour); complete the necessary paperwork for loan requisites; requests for tender, etc, after consultation with concerned departments and services;
- Ensure that the work as well as materials, equipment, methods and procedures used on the worksite respect the approved plans and estimates; keeps updates of work progress and reports any delays to supervisor;
- Attend project meetings and prepare a summary for the supervisor;
- Maintains project documentation such as as-built drawings and specifications, shop drawings and makes them available to various departments and entities as required;
- Complete and update the registers or files related to the fire protection of mechanical and electrical

systems and forward to appropriate trade personnel;

- Maintains the campus space utilization and assignment database and building plans;
- Analyze the nature, frequency and cost related to upkeep and repairs; discuss with professionals or trades personnel and suggest ways to minimize costs;
- Carry out or participate in verifications, trials, preliminary or final inspections in order to determine the work still to be done or corrections to be made before preliminary or final acceptance of project;
- Participate in general, with supervisor and professionals involved, to the planning, designing, control and surveillance of projects;
- Other tasks as required by supervisor.

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises. L'Universite Bishop's recherche un.e technicien.ne en gestion de projets pour un poste regulier a temps plein.

Se rapportant au Gestionnaire, Planification des Immobilisations et Projets, le titulaire aura comme tache principale d'effectuer differents travaux a caractere technique relies a la conception, l'elaboration, la realisation et la surveillance de projets d'aménagement et de renovation de batiments, ainsi que la construction de nouveaux batiments appartenant a l'Universite. Le titulaire aura de plus a preparer des estimations de couts, des appels d'offres, a rediger des devis et operer les systemes d'entretien preventif des batiments de l'Universite. La semaine de travail de ce poste est de 40 heures, du lundi au vendredi, avec des fins de semaine et des soiree occasionnellement requises.

Nature des taches et responsabilites

- Concevoir et elaborer, a partir d'elements et observations recueillis par soi-meme ou fournis par d'autres, les plans, devis et specifications des projets relatifs aux travaux d'aménagement interieur, de renovation, ou de construction de petits batiments (architecture, structure, protection d'incendie, etc.) en respectant les normes et les codes et ce, en consultation avec des professionnels;
- Effectuer des estimations preliminaires et detaillees des couts de projets (materiaux et main-d'oeuvre requises); completer les documents necessaires a l'obtention des reglements d'emprunt, aux demandes de soumissions, et autres; preciser, apres consultation aupres des services concernes, les dates et les details d'execution des travaux;
- S'assurer que les travaux ainsi que les materiaux, equipements, methodes et procedes utilises sont conformes aux plans approuves, aux devis, aux clauses des cahiers de charge, aux reglements, et autres; tient a jour l'echancier des travaux; note et rapporte sans delai tout ecart a son superieur;
- Participer aux reunions de chantier et soumet un rapport de la progression, difficultes ainsi que les decisions prises sur le chantier;
- Maintenir la documentation des projets tel que plans et devis tel que construit, dessins d'atelier afin de les rendre accessibles aux divers departements et entites selon les besoins;
- Completer et tenir a jour des registres ou fichiers relatifs au programme d'entretien preventif des systemes mecaniques et electriques des batiments;
- Maintenir a jour la base de donnees de l'utilisation et d'assignation des espaces du campus ainsi que les plans des batiments;
- Analyser la nature, la frequence et les couts inherents aux travaux d'entretien et de reparation;

discuter avec le personnel de chantier afin de reduire les couts des travaux;

- Effectuer ou participer aux verifications, essais, inspections preliminaires ou finales en vue de determiner les travaux a completer ou a corriger avant l'acceptation provisoire ou finale des travaux;
- Participer de facon generale, avec son superieur et autres professionnels impliquees, aux divers travaux de planification, de conception, d'elaboration, de controle et de surveillance de projets;
- Autres taches tel que demande par son superieur immediat.

Experience

-Minimum 3 years' of relevant experience. Having experience in a project management team would be an asset. / Minimum de 3 ans d'experience pertinente. Avoir de l'experience dans une equipe de gestion de projets serait un atout;

Credentials

-Member of l'Ordre des technologues professionnels du Quebec is considered an asset / Membre de l'Ordre des technologues professionnels du Quebec est un atout;

Education Requirements

- College degree, in Architecture or Civil Engineering Technology or any other diploma deemed relevant / Diplome d'etudes collegiales (DEC) en technologie d'architecture ou en genie civil ou tout autre diplome juge pertinent;

Essential Skills

- Ability to communicate effectively;
- Ability to work independently with little supervision;
- Knowledge of computer software MS Office and MS Project;
- Knowledge of Autocad;
- Outstanding organizational skills

- Habilete a communiquer efficacement;
- Autonome et apte a travailler sur plusieurs projets simultanement;
- Capable de travailler en equipe;
- Excellente maitrise de la suite de logiciels MS Office;
- Connaissance du logiciel 'Autocad';
- Habilete d'organisation du travail et d'efficacite

Additional Skills

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'Accès à l'égalité en emploi issu de la Loi sur l'accès à l'égalité en emplois des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

How to Apply

Click "Apply Now"

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by January 30, 2022 before 4:00 pm to careers@ubishops.ca

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@bishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 30 janvier 2022, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, priorité sera accordée à un.e candidat.e interne qualifié.e. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@bishops.ca