



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## RE-POST: PROJECT MANAGER

<b>Job ID</b>	<b>38102-5777</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=38102-5777">https://careers.indigenous.link/viewjob?jobname=38102-5777</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-05-04	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

**Job Summary** Responsible for developing facility projects, both renovation and new construction, to support the University's capital improvement from the initiation stage through planning, design, and construction. Defines and manages project objectives and oversees quality control throughout its life cycle. Purpose and Key Functions

- Define project scope, goals, and deliverables that support business goals in collaboration with senior management and University stakeholders.

- Identify and manage project dependencies and critical path.
- Manage changes in project scope, identify potential crises, and devise contingency plans.
- Develop conceptual plans and budgets for facilities projects to support the fiscal decision-making process.
- Develop best practices for project execution and management.
- Review contract plans and specifications for compliance with the appropriate building codes and project requirements.
- Scrutinize architectural drawings and review plans and specifications at appropriate stages ensuring compliance with the user requirements and general standards.
- Troubleshoot building envelope and system failures.
- Monitor and facilitate the resolution of construction contract disputes and claims.
- Develop and maintain facility project budgets.
- Draft and submit budget proposals and recommend subsequent budget changes.
- Provide design input and write design specifications for renovation work.
- Prepare construction contracts and contract change orders and monitor their execution and distribution.
- Prepare requests for proposal and conduct all necessary meetings to facilitate hiring architectural and construction management services.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Prepare and submit the necessary applications for building permits, site plan approvals and sewer and water permits.
- Conduct project post-mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Coordinate with proponent groups and building committees to facilitate facility planning, budgeting, and scheduling.
- Coordinate all parties involved in the planning, design, and construction process.
- Coordinate with facility occupants the move into new facilities.
- Plan and schedule project timelines and milestones using the appropriate tools.
- Monitor and report on all phases of planning and construction.
- Communicate project expectations to team members and stakeholders.
- Liaise with project stakeholders on an ongoing basis.
- Receive invoices from professional consultants and contractors and approve for payment.
- Monitor construction contract close-out and maintain documentation files.
- Negotiate prices with consultants and vendors.

### Requirements

- Bachelor's degree in Mechanical Engineering, Electrical Engineering, or related field of study.
- Requires 7 years of relevant experience.

- Must be a designated Professional Engineer or Licensed Architect.

#### Assets

- Candidates with Architectural/Engineering Technology diploma and minimum 7 years relevant work experience are encouraged to apply
- Demonstrated knowledge of and application of contract management, project management methodology, construction techniques and materials.
- Effective Communication skills, both oral and written
- Familiarity with public sector or institutional facilities is considered an asset
- Familiarity with renovations undertaken in a BSL laboratory or infectious disease control environment is considered an asset.
- PMP or LEED designations considered an asset.

#### Additional Information:

- Competent working knowledge of computer systems and software programs such as Windows, Microsoft Office, Microsoft Project, project management software, financial tracking systems and facility management systems.

For more information, visit McMaster University for RE-POST: PROJECT MANAGER