

Posting #24-097EM

Project Manager Facilities Management Term, Full-time August 2024 – August 2025

Purpose

Reporting to the Manager of Project Delivery, the Project Manager will support the Facilities Management team in planning, execution, delivery, and evaluation of a range of construction, building, maintenance, and renovation projects within all University campuses. The Project Manager will prepare capital project proposals, monitor project budgets and will participate in decision making with respect to awarding of construction contracts and optimal work scheduling and work crew assignments. The Project Manager will manage several projects at a time while maintaining control over scope, schedule and budget to meet project objectives.

Responsibilities

Specific responsibilities will include but are not limited to the following:

- Project scope definition in collaboration with Facilities Management and other UNBC departments in order to achieve technical, operational and strategic objectives.
- Develop and implement detailed project plans while also effectively dealing with unstructured elements of projects, while aligning project objectives with the University's strategic goals and campus development plans.
- Perform detailed project planning, internal stakeholder engagement, contractor supervision and final project documentation.
- Communicate using a collaborative approach with a high level of tact when engaging with various stakeholder groups.
- Project tracking and reporting, including maintaining accurate and up-to-date project documentation, including schedules, budgets, progress reports, change orders, and closeout documents.
- Generate comprehensive reports for departmental leadership, offering insights into project performance, challenges, and recommended improvements.
- Oversee project construction activities to support quality assurance, safety and communication effectively.

Qualifications

The successful candidate will possess:

- A minimum of 5 years of progressive experience, with a proven track record in project management within University facilities, construction, or related sectors.
- Demonstrated experience managing public sector capital projects.



- Significant experience working with onsite construction and multi-discipline design teams.
- A valid Class 5 BC Driver's License.
- An undergraduate degree preferably in Engineering, Architecture or related field, or
- Technical certification in Building Technology, Construction Management, or a related field

Certification in Project Management (PMP) is considered an asset.

The ideal candidate will also possess the following:

- Demonstrated experience preparing capital project proposals, managing capital projects and strong knowledge of capital project approval processes.
- Experience and abilities for directly managing consultants, contractors and suppliers.
- Proficiency in MS Excel, MS Project software and budgeting experience, particularly in the public sector.
- Extensive knowledge of project management methodologies, tools, and software.
- Proven and highly effective communication skills.
- Exceptional leadership, and interpersonal, skills. Strong analytical and problem-solving aptitude.
- Demonstrated ability to manage multiple projects concurrently while maintaining exceptional attention to detail.
- Familiarity with building codes, regulations, and sustainability practices.
- Proficiency in budgeting, cost estimation, and financial management.

An equivalent combination of education and experience will be considered.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills and experience, as well as alignment with the University's compensation policy. The salary range for this position is expected to be \$78,000 - \$86,000

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be Monday through Friday, 8:00am to 4:00pm with flexibility often required.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage



applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-097EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 15, 2024.

