



POSITION DESCRIPTION

POSITION: Manager, Capital Projects

DEPARTMENT: Facilities Services

DATE CREATED: August 2017

DIVISION/FACULTY: Administration

DATE REVISED: May 2024

ORGANIZATIONAL STRUCTURE

This role reports to the Director, Project Services. Reporting directly to this position are the Facilities Interior Designers.

PRIMARY FUNCTION

The Manager, Capital Projects, under the general direction of the Director, Project Services, is responsible for the design, specification, tender, award and oversight of approved capital projects for Kwantlen Polytechnic University (KPU). 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 KPU user groups.

The Manager, Capital Projects develops the scope of work, reviews fee proposals, co-ordinates activities of architects, consultants, contractors, and liaises with University personnel. The Manager, Capital Projects exercises considerable independence of judgment and action in order to maintain project budgets and schedules for several projects simultaneously.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
3. Monitors facilities space use and prepares recommendations to increase utilization through both operational changes and renovations.
4. Completes space planning and interior designing for space modifications including scheduling; quoting; bidding; field inspection and a final check for completion of projects.
5. Provides expertise and assistance to University staff in determining space layouts to optimize space utilization.

6. Initiates innovative approaches to improve both space utilization and the overall working and learning environment at the University.
7. Participates in a consultative process with facility users, designers, and appropriate administrators during the planning phase of projects.
8. Develops the minor capital budget for renovations; approves and monitors renovation expenditures within the allotted budget.
9. Consults with departments requiring renovations to determine the most cost-effective option to meet requesting department's requirements while meeting facilities standards and all applicable codes.
10. Develops tenders; reviews bids; coordinates work for renovations.
11. Administers the services of outside consultants providing project design work or specialized facilities service work. This includes defining the scope of services and work required, obtaining fee schedules for services, liaising with and reviewing consultants' work.
12. Develops standards for facilities renovations.
13. Interprets and complies with codes, regulations, bylaws and all applicable legislation relating to the facilities.
14. Assist with oversight and coordination of all capital planning, construction and start up of new buildings and facilities and additions.
15. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
16. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in a related field (Engineering, Planning or Architecture);
- A minimum of five years of related experience, including at least two years of managerial/leadership experience;
- Professional certification such as PMP, FMA, CFM, PEng, MCIP, MAIBC, or ASCTT;
- Experience in project management in a post-secondary environment is desirable but not essential;
- Or a combination of education, training, and experience.

COMPETENCIES

- Knowledge and understanding of the LEED rating system, principles and practices are desirable

- Exceptional ability to communicate effectively and to establish and maintain effective working relationships with co-workers, University employees, consultants and contractors.
- Must be self-directed with a high degree of initiative and confidentiality as well as function as a team player, including flexibility of taskings within the Facilities Department.
- General knowledge of construction contract law, CCDC documents, CCAC documents, public tendering practicing including use of BC Bid, bonding and surety, bid depository rules and procedures.
- Thorough knowledge of project scheduling and coordination.
- Thorough knowledge of current building technology for architectural, mechanical, electrical and structural disciplines.
- Thorough knowledge of materials and methods used in building construction.
- Considerable knowledge of contracting practices and sub-trade management.
- Extensive knowledge of building systems.
- Ability to read and understand drawings and specifications.
- Ability to recognize errors, deficiencies and faulty workmanship of designers and contractors.
- Ability to develop, implement and maintain detailed schedules.
- Ability to effectively utilize computers including word processing, spreadsheets, databases such as MSWord, Excel, CAD/CAFM and Microsoft Project.
- Ability to provide technical information and advice in matters relating to major projects.
- Ability to travel between campuses is required. Travel around the lower mainland region may be required.