
Project Management Officer

DEFINITION

The work involves project management of complex administrative and technical functions related to the co-ordination, administration, construction renovation, and rehabilitation projects or programs.

Employees of this class direct, co-ordinate and facilitate the review of work by consultants, contractors or internal technical, clerical and construction staff involved in project completion on behalf of the City, community clients and or other partners. Project management processes are conducted in teams and incumbents are required to have expansive knowledge in associated fields to enable them to identify where and when specialised skills must be provided either internally or externally. The primary responsibility is to ensure that client requirements are satisfied at each step in the project management process.

Work is performed under the guidance of a supervisor and is monitored through consultation, project review, and submission of reports. The nature of the work allows independence of action and judgement in identifying community issues and needs, determining project requirements and ensuring that projects are undertaken and completed by consultants, contractors, or civic staff in accordance with agreed to processes, contracts and agreements.

Frequent contact is required with external as well as internal clients or their representatives, to ensure that identified needs are achieved through implementation of the project. Project assignments may include liaison with civic departments, government agencies, and other stakeholders for the review or development of policies, bylaws, and regulations.

TYPICAL DUTIES *

Acts as a municipal consultant and project manager for community capital development projects. Ensures client requirements and needs are defined into a functional program for a specific project.

Ensures appropriate drawings and specifications for construction, equipment and materials are prepared through use of internal resources or contracted experts.

Develops and evaluates options and prepares cost estimates for client consideration and approval.

Facilitates presentation of project proposals, budget and resource requirements, and proposed work schedules to superiors/clients for formal approval.

Prepares regular project status reports.

Co-ordinates provision of programs, budget schedules and format to consultants for the preparation of technical drawings and specifications.

Administers contracts. Ensures required contract forms and tender documents are prepared, reviews bids and recommends awards.

Interprets and explains Department, Corporate, Provincial and Federal policies to clients/community.

Negotiates, co-ordinates and directs the work of consultants and contractors.

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Applies problem solving techniques and provides training to external groups and individuals in the use and application of problem solving skills.

Issues site instructions and change orders; assesses value of work completed and authorises progress claims. Maintains accurate records and files and prepares project reports.

Ensures all phases of construction programs are inspected for adherence to contract specifications, provincial regulations, and within proper construction safety regulations, and that identified deficiencies are corrected.

Performs project administration functions by maintaining budget and cost controls; variance analysis, establishing and maintaining schedule controls, preparing progress reports, and authorising partial payments for work completed in accordance to contract specifications.

Issues Construction Completion Certificate, administration of the warranty period and issues final acceptance certificates.

Chairs or attends liaison/steering committee meetings, site meetings, public meetings and community meetings when required.

Prepares reports for the Department Management Team, Corporation and Committees of Council.

KNOWLEDGE, ABILITIES, AND SKILLS

Ability to direct-and co-ordinate multi-discipline project teams.

Broad knowledge of the theory and philosophy of recreation.

Broad knowledge of construction methods, practices, materials, supplies, equipment and labour requirements.

Broad knowledge of applicable legislative standards, codes, specifications, regulations and safety requirements.

Ability to manage administrative responsibilities, including scheduling and preparation of budgets/forecasts and progress reports.

Ability to represent the Department/Corporation by negotiating and maintaining effective work relations with clients/community, engineers, contractors, consultants and others as necessitated by project assignments.

Ability to co-ordinate and prioritise projects so that maximum efficiency is maintained.

Knowledge of the volunteer community and other client groups.

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Ability to communicate, coach and play an intervention role with community groups.

Ability to express ideas effectively, orally and in writing.

Ability to use computer and appropriate software packages.

TRAINING AND EXPERIENCE REQUIREMENTS

Completion of a two (2) year diploma in Architectural Engineering Technology or Landscape Technology supplemented by courses in project management and eight (8) years progressively responsible experience in commercial, recreation, landscaping or light industrial construction including experience in project management;

OR

A degree in Recreation Administration, Commerce, Business Administration, or an equivalent recognised degree and a minimum of seven (7) years of directly related experience, which includes demonstrated competency in community recreation project management

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0693		2066	
Grade	029		031	
Originated:	1996			
Last Updated:	2003			
Previous Updates:				