

CAREER OPPORTUNITY

Building Project Engineer/Architect

JOB SUMMARY

Under the general direction of the Project Services Administrator, the Building Project Engineer/Architect carries out assignments according to guidelines and policy without reference to Supervisors. The Building Project Engineer/Architect directs, manages complex building construction projects including the design, construction of major new facilities and site development, including associated underground/overhead services an infrastructure.

RESPONSIBILITIES

Directs and manages the building design and preparation of design drawings specifications and contract documents by design professionals, technologists and technicians for in-house projects and by consultants for assigned projects, including public consultation, regulatory approvals and coordination. Releases for construction and stamps in-house contract documents.

Manages the contract administration process for assigned projects, including preparation of contract award reports, reporting on progress, resolving contract disputes, approving changes in the scope of the work and certifying the performance of the work.

Represents the City during construction, attending site meetings, monitoring progress of the work, resolving coordination issues, providing work-related information to the public, responding to public, media and elected officials and other enquiries, authorizing extra work, and undertaking warranty inspections.

Responsible for the financial management of assigned projects, including development of project budgets, development of financial control procedures to track and predict project costs against budgets, reporting on financial status of projects, certification of progress payments, invoices and work orders, and preparation of reports for funding of projects.

Manages consulting services, involving multi-disciplinary teams, including the consultant engagement process, negotiating service agreements, making assignments, monitoring the delivery of consulting services and undertaking consultant performance assessments.

Assists in the property acquisition process.

Participates in the development of the Annual and Five-Year Capital Program.

Performs other related duties consistent with the classification as required.

QUALIFICATIONS

Bachelor of Science Degree in Engineering with membership in or eligibility for membership in the Association of Professional Engineers and Geoscientists of the Province of Manitoba **OR** Master's Degree in Architecture with membership or eligibility for membership in the Manitoba Association of Architects.

Several years directly related experience in project management of major building or architect projects/developments.

Ability to supervise and manage professional consultants, in house professional and technical support staff in order to successfully complete projects on time and within budgets.

Good working knowledge of building/system design, site design, current construction/maintenance practice, technical standards, material science and testing procedures.

Knowledge of standards, specifications, codes, legislation, and environmental requirements, applicable to municipal buildings.

Ability to prepare and make public presentations, communicate effectively orally and in writing with the general public, media, civic and government officials, business persons, contractors and other agencies in a professional, tactful manner.

A good working knowledge of contract law, legal systems, dispute resolution, claims procedures, and good negotiating skills.

Working knowledge of the principles and practices of financial management, controllership and full cost accounting.

A sound knowledge of information and budget systems (eg: PeopleSoft).