



POSITION DESCRIPTION

POSITION TITLE: PROJECT MANAGER

DEPARTMENT: CAPITAL PLANNING

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, CAPITAL PLANNING AND FACILITY MANAGEMENT

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The position of Project, Manager, Capital Planning manages the delivery of Major Capital and Operations & Maintenance projects within the Interlake-Eastern Regional Health Authority. The position is responsible and accountable for the successful delivery of assigned projects within budget, on schedule, in accordance with the approved plans and specifications and applicable government codes, all within established project methodologies. This position will oversee Major Capital and Operations & Maintenance Projects, including those above \$1M in value and will follow the requirements set out by Manitoba Health. The position of Project Manager, Capital Planning functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Manage Capital and Operations & Maintenance projects through all states of the project life cycle from initiation to project close out.
- Execute projects using established methodology and ensure appropriate documentation.
- Develop work plans and schedules, discuss project priorities with key stakeholders and plan assigned projects.
- Prepare cost estimates and budgets.

- Direct and coordinate Facility Management employees or consultants in the preparation of studies, designs, plans, specifications and cost estimates.
- Establishes project management processes.
- Ensure all project components and activities meet local, provincial and/or federal codes and regulations.
- Actively manage projects on a day to day basis to ensure that project outputs are being delivered on schedule, to budget and to the required quality.
- Initiates the request for proposals, tenders and other competitive selection procedures, and oversee the tendering process as required.
- Approves supplier and contractor invoices in accordance with project specifications, contracts, change orders, etc.
- Identifies and manages all project issues and risks, and where appropriate, elevate the issues for resolution or action.
- Proactively liaise with and report progress to key stakeholders to ensure they are informed of project progress, and ensure their opinions or requirements are taken into consideration.
- Works with key departments to ensure key stakeholders are engaged.
- Maintains a healthy and safe workplace, and ensure compliance with all applicable codes, regulations and authorities having jurisdiction.
- Establish and maintain positive and effective relationships with the project team and operations team.
- Close the project and ensure all relevant project documentation is received for the file.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum Grade 12 education or equivalent, with some post-secondary education
- Journeyman trade certification or equivalent in a construction related field is an asset
- P. Eng., Technology Diploma in Engineering or Architecture is an asset
- Project Management Professional (PMP) certification is an asset
- Gold Seal Certification (GSC) is an asset

REQUIRED KNOWLEDGE:

- Technical knowledge of construction methods, building systems and terminology
- Knowledge of laws governing construction contracts and contracting
- Knowledge of LEED certification requirements

EXPERIENCE REQUIRED:

- A minimum of 3 - 5 years of construction related project management experience is required.
- Proven experience working with large complex projects and multiple stakeholders an asset.

SKILLS/COMPETENCIES:

- Proficiency in Microsoft Office required and experience with Microsoft Project
 - Ability to read and interpret financial statements and maintain budget control
 - Ability to read and understand construction drawings, blueprints and specifications
 - Proficiency in project management systems and tools for scheduling, budgeting and communications
 - Excellent problem-solving and decision making skills
 - Self-motivated, proactive and ability to multi-task
 - Valid Manitoba Class 5 drivers license
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.

Created: November 2015
Date

Revised: October 2021
Date

Approved by: _____
Regional Manager/Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.