



## Project Manager

---

### **DEFINITION**

This is complex independent technical project management work related to the coordination of construction, renovation, and rehabilitation projects and/or programs. This work involves the application of specialized knowledge gained through education and experience.

Employees of this class are accountable for the successful delivery of assigned projects. Delivery of projects includes: implementing project management principles into business practice, owning the responsibility for every deliverable, objective and outcome of the project, developing and/or executing project plans, monitoring projects and taking corrective action to mitigate deviations. Employees will exercise influence, utilize collaboration, mediate issues and focus on problem solving. The work may be focused on and accountable for either the planning and design or delivery phase while being fully engaged throughout the lifecycle of the project. The nature of the work involves using project management systems and best practices to deliver projects efficiently and effectively while leading a team to ensure projects are delivered on time, on budget and within scope.

Employees of this class direct, coordinate and review the work of consultants, contractors and/or internal technical, clerical or construction staff involved in project completion. Employees are primarily involved in translating sponsor requirements into a specific project; preparing the requisite contract documents and performing contract administration and project management function during project construction and completion. The work is performed under the broad guidance of a professional or technical supervisor and is monitored through consultation, project review and submission of reports.

This classification is differentiated from the Project Coordinator role by the supervision exercised over subordinate positions, the complexity of the work assignments, the level of independence exercised, the degree of innovative, non-standard and comprehensive technical involvement and the impact of the decisions made. Positions in this class represent the department on interdepartmental committee meetings, review major works done by consultants and the related administrative duties.

### **TYPICAL DUTIES \***

Supervise, coordinate, train and direct the efforts of technical staff, consultants and contractors in accordance with policy and proper project management practices; providing technical advice and support to field personnel.

Lead multidisciplinary teams consisting of consultants, contractors, business partners and other internal and external stakeholders in the delivery of projects.

Prepare and review feasibility studies/cost estimates, master plans, functional programs and design reports, drawings and specifications, as well as operation maintenance reports and manuals. Evaluate and revise plans as required to ensure project control.

Manage the planning & design and/or delivery of infrastructure projects including operational/strategic initiatives, resource and financial management.



## **Project Manager**

---

Define the project goals, objectives and planned deliverables in order to fulfill the requirements of the Project Owners and Project Sponsors.

Manage, monitor and report project milestones through detailed plans and schedules, ensuring the project is on budget, on schedule, and within the defined scope and quality.

Develop and implement robust public/stakeholder engagement processes and activities, working in collaboration with corporate communication.

Document all project activities in accordance with the project management reference guide, city policies, processes and procedures, as well as regulatory and legislative requirements.

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

Inspect work for substantial performance and construction completion and recommend issuance of certificates (FCA & CCA).

Perform site inspections for performance, completion, and compliance with drawings, specifications and codes; issue site instructions and change orders; assess value of work completed and process progress claims. Maintain accurate records and prepare reports.

Ensure the project abides by any applicable City of Edmonton Occupational Health and Safety Standards and Guidelines; ensure the highest standards of performance are maintained according to the safety program or site safety program.

In situations where contractors perform services on behalf of the City, be responsible for selecting the appropriate prime contractor management approach for the project as outlined in the Prime Contractor Safety Program Guide; conduct OH&S inspections, document issues and concerns and coordinate resolution as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Comprehensive understanding of construction processes related to architectural, civil, structural, mechanical, electrical and or landscaping disciplines.

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

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

Strong project management skills including an understanding of project management methods and techniques (project management body of knowledge).



## Project Manager

Strong verbal and written communication skills, including report writing and presentation skills.

Ability to interpret, read and design total project plans, specifications, diagrams, and charts of considerable complex nature.

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 manage administrative operations, including; scheduling and preparation of budgets/forecasts and progress reports.

Ability to direct and supervise the work of others including coaching, mentoring, performance manage and in-scope discipline of subordinate staff.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a four (4) year degree in: Engineering, Architecture, Landscape Architecture, Environmental Science, Business, Project Management or related degree and a minimum of six (6) years directly related experience in commercial, recreation, landscaping or light industrial construction including project management experience. For positions that supervise, one (1) year supervisory experience

#### **OR**

Completion of a two (2) year diploma in a related field such as Engineering, Construction, Architecture, Landscape Architecture, Environmental Science, or Project Management and a minimum of eight (8) years directly related experience in commercial, recreation, landscaping or light industrial construction including project management experience. For positions that supervise, one (1) year supervisory experience.

\* *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.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3334		3335	
Grade	032		034	
Originated:	12/2017		12/2017	
Last Updated:				
Previous Updates:				