

Position Identification			
Position Title	Project Manager, Capital Projects		
Position Replaces	Project Manager, Infrastructure Construction Capital Projects Manager, Facilities		
Position Level	Employee	Position Code	1013/1696
Pay Band	Exempt Band 4	Date (last revised)	Jan-24
Supervisor Title	Program Manager, Infrastructure Planning and Projects Program Manager, Low Carbon and On-Street Infrastructure	Sup. Position Code	1074/1798
Additional Requirement	CRC	N/A	
Exclusion Rationale	Yes	Flexible Work Arrangement	Flexible Work
Division	Asset Management		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Project Delivery Department of the Asset Management Division is responsible to plan and deliver capital projects that introduce new or upgrade existing infrastructure and fleet assets of the organisation. Project management resources are allocated to teams that provide centres of expertise for various asset classes. The team responsible for Low Carbon and On-Street Infrastructure constructs low carbon fleet energy distribution and dispensing infrastructure at existing facilities or on-route, and constructs transit exchanges and on-street transit priority infrastructure such as transit priority lanes and intersection features on roadway controlled by local governments.</p> <p>The Facility Projects team constructs new operating and maintenance facilities that integrate bus charging or fuelling infrastructure and delivers upgrades to existing facilities.</p>

Job Overview

Reporting to the Program Manager, Facility Projects or the Program Manager, Low Carbon and On-Street Infrastructure, the Project Manager, Capital Projects is responsible for managing the day-to-day operational and tactical aspects of multiple and multi-scaled construction or fixed asset infrastructure projects effectively, coordinating budget, scope, and scheduling to ensure adherence to timelines and project deliverables.

The Project Manager will collaborate closely with functional area sponsors as well as key internal and external subject matter experts, local government and operating partners, and vendors to ensure objectives are achieved. Our Project Managers support continuous improvement of project methodology.

Key Accountabilities and Expectations

Key Accountability	Expectation
Project Management & Delivery	<ul style="list-style-type: none"> • Manage a variety of transit related capital construction projects. • Consistent with the PMBOK (Project Management Body of Knowledge) prepare project management plans, project business cases, and business requirement documents that include scope, cost, schedule, and quality. • Execute project work plans while managing to meet changing needs and requirements that may occur. • Performs risk analysis, determines resource requirements and oversees project communications. • Ensures all project document requirements (work breakdown structures, work completion reports, capital progress reports, and other BC Transit Board reporting requirements) are completed and stored appropriately. • Proactively identifies and manages changes, issues and risks to ensure successful project completion; preparing contingency plans or corrective actions, and recommendations for resolution to senior level decision makers as required.
Contractor & Vendor Management	<ul style="list-style-type: none"> • Collaborates with BC Transit staff to develop technical specifications for procurement processes (RFP, ITQ, RFQ, etc.), facilitating technical evaluation committee leading to recommendation of preferred supplier; coordinates with multiple departments to ensure key deliverables are achieved. • Monitor contract performance, addressing any deviations and ensuring all parties meet their obligations.
Stakeholder Engagement	<ul style="list-style-type: none"> • Foster and maintain regular and effective communications with the BC Transit personnel, suppliers, external partners or stakeholders and contractors to ensure project success. • Undertake effective oral and written communications with internal and external project stakeholders and project partners.

	<ul style="list-style-type: none"> Establish and maintain strong relationships with external vendors and partners.
Financial Responsibility	<ul style="list-style-type: none"> Develop capital project budgets and support corporate capital planning initiatives. Manage project budgets, invoicing, and payment processes.
Reporting	<ul style="list-style-type: none"> Provide status updates reports as necessary to senior staff, user business areas and other stakeholders in relation to the planning, implementation, and progress of projects.
Additional Duties	<ul style="list-style-type: none"> Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> Post secondary diploma in business, engineering or architecture, or educational equivalent/work experience Project Management Professional (PMP) designation is a requirement for this position. Canadian Construction Association Gold Seal Certification (GSC) is an asset to this position.
Experience	<ul style="list-style-type: none"> Five (5) years' experience managing complex construction, commercial infrastructure or transportation projects. Experience in preventative maintenance of assets and overall lifecycle requirements of such assets. An equivalent combination of education and experience may be considered.

Key job-specific competencies	<ul style="list-style-type: none"> • Fundamental knowledge of, and comfort with commercial facilities construction • Demonstrated understanding of the major building components and systems • Knowledge of the zoning and permit requirements, CCDC contracts, and other requirements related to commercial facility construction, particularly as they relate to public infrastructure projects. • Knowledge of LEED construction practices and other green technology that relate to environmental building performance. • Exceptional interpersonal and communication skills, including strong persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes. • Problem-solving and decision-making skills to provide technical advice and hardware-related problem resolution. • Demonstrated ability to manage, direct, and motivate multi-disciplined teams to deliver complex construction projects
Willingness Statement	<ul style="list-style-type: none"> • An ability to travel to project sites across British Columbia is required