



## Guelph Public Library

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### **Job POSTING #22-02**

**Title: Project Manager, Facility Design and Construction**

**Department:** Management

**Supervisor:** Chief Executive Officer

**Employee Group:** Non-Union (NUME)

**Job Grade:** 5

**Hours:** FT – 35 hours per week (including day and occasional evening and weekends)

**Status:** 1 temporary for 12 months with possible extension

### **Job Summary**

The Guelph Public library has identified a large capital project requiring leadership and oversight to implement the design, tendering and construction phases of the projects to completion. Reporting to the CEO, the successful candidate will bring excellent inter-personal and project management skills to oversee the design and construction phases of these multi-year phased project. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

### **Duties**

- Prepare project parameters, pro formas and project schedules for approval by senior management; provide necessary updates as required including but not limited to reports to the library board.
- Manage project schedules including critical project milestone dates.
- Provide members of the public with information regarding the projects and coordination of community consultative events as approved by senior

leaders.

- Monitor overall project costs and variances from budgets.
- Act as the Facilities and Energy Management representative and liaise between consultants, clients and other departments in matters pertaining to projects program, design, construction and contracts.
- Oversee the implementation of capital projects including: review of contracts with consultants, contractors etc. and recommend actions as appropriate; review of tenders and construction documents and obtain tenders; review of change orders, progress payment certificates, and invoices and recommend payment; review of construction to ascertain it is in general conformance with contract documents; review and maintain project cost data and issue monthly reports.
- Preparation of tender documents and coordinating with purchasing.
- Work alongside and coordinate the work of architects, engineers, consulting teams and contractors to meet the requirements of the project.
  - Liaise with Planning and Building for site plan approval and building permits, Engineering for site services, IT and other departments with special needs, and with utilities, authorities and regulatory agencies as required.
- Review reports, conceptual designs, drawings and tender documents, and recommend changes.
- Ensure that all safety and operational procedures are followed during work performance.
- Conduct site inspections and oversee/prepare deficiency reports for appropriate action.
- Responsible for payment certificates for the consultants, the contractor and other vendors.
- Manage shop drawings, site instructions, change notices, change orders, and record drawings and manuals.
- Oversee commissioning, clearing of deficiencies, and address warranty issues.
- Organize and coordinate all aspects of moves.
- Ensure adherence to AODA requirements, asbestos, mold, and OH&S Regulations.
- Maintain and manage a work order system and asset data base.
- Other duties as required.

## **Reporting Relationship**

The reports to the CEO

## **Qualifications**

### **A. Education**

- Completion of Post -Secondary – candidates with equivalent combination of education and experience may be considered.
- Project Management training/certificate such as a PMP designation is preferred

## **B. Experience**

- Considerable experience related to the duties listed above, normally acquired through a Degree or Diploma in engineering, architecture, planning or closely related discipline and considerable experience in a facility design and construction environment. Candidates with an equivalent combination of education and experience may be considered.
- Considerable project management experience delivering projects on time and on budget.
- Experience in managing complex real estate development and / or construction processes, including public private partnerships.
- Ability to coordinate and communicate effectively with stakeholders including approving authorities, utility companies, consultants, architects and contractors.
- Knowledge of the approval processes relating to land use planning and building construction.
- Excellent organizational, prioritization and communication skills.
- Ability to work under pressure, deal with multiple deadlines and stakeholders, effectively handle stressful situations.
- Working within the public sector is an asset

## **C. Skills**

- Advanced level of proficiency in Microsoft Office (Excel, Word and Outlook) and project management software.
- Excellent organizational
- Exceptional verbal and written communication skills in a variety of communication channels
- A self starter with good problem-solving skills
- Ability to prioritize work load and be committed to excellent customer service

## **D. Other**

- Confidentiality, diplomacy and the ability to work accurately on a wide variety of projects with regular interruptions is essential
- Ability to work independently and co-operatively on a team
- Ability to perform light physical work, bend, reach and lift up to 25kg
- A valid Class G driver's license and access to a vehicle is an asset
- A change agent, able to successfully initiate and evaluate trends and services in a 21st century public library

**GPL is strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, and people with disabilities, members of sexual minority groups and others who may contribute to the further diversification of ideas.**

Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of the job.

**Applications including a cover letter, resume and 2-3 work references should be submitted to:**

Guelph Public Library  
100 Norfolk St.  
Guelph ON N1H 4J6  
[hr@guelphpl.ca](mailto:hr@guelphpl.ca)

Please quote "Project Manager 22-02" in subject line

Accepting Resumes until January 21, 2022 or candidate is offered.

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.