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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Construction Project Manager

Division/Department: Capital Development & Facilities Management

Reporting To: Associate Director, Campus & Space Planning

Salary: To be determined

Competition #: 2019-905

Status: Contract

Campus: North

POSITION SUMMARY:

Under the general direction of the Associate Director, Campus & Space Planning, the Construction Project Manager, is specifically accountable for the effective delivery of a capital construction project: a new two storey addition at the North Campus incorporating receiving and storage facilities, for the Faculty of Business hospitality programming, as well as general instructional space. The project covers multiple disciplines, including construction management, contract administration, and coordination of interior design, plumbing, electrical, and mechanical systems and furniture and fitments.

The incumbent will participate in all aspects of this project from detailed contract documentation, engineering/structural consultant procurement, tendering, construction, deficiency completion, client occupancy and warranty reviews.

The Construction Project Manager will participate as an integral part of the Capital Development administrative team.

Duration of Need: Until January 31, 2021

Hours of Work: 37.5 hours per week

QUALIFICATIONS:

The successful candidate will have an advanced diploma in Architectural Technology, or Architecture degree and a Certified Project Management Professional (PMP) designation. The incumbent will have a minimum of 5 years' experience in a similar role. Additional skills include: proficiency in AutoCAD, MS Office including Excel spreadsheets; demonstrated skills in space program development, space planning, architectural working drawings and contract document development; demonstrated skills/training in the fields of occupational health and safety, life safety, construction, mechanical and electrical; excellent working knowledge of regulatory codes related to fields noted above; demonstrated experience with contract administration an asset; demonstrated knowledge of construction management and work control systems; demonstrated skills in financial management of medium-size construction projects demonstrated skills/training in human resource management, team building, ability to persuade, customer service and conflict resolution; and possession of Class G Ontario Driver's License.

***We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge



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to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: January 31, 2019

CLOSE DATE: February 14, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
<http://www.humber.ca/careers>