



Capital Projects Manager

Reports To: Director, Facilities Management
Department: Facilities Management

Summary

The Capital Project Manager is responsible for implementing and administering special maintenance and capital repair projects, including disaster recovery projects. The Manager also maintains and updates the capital plan.

Responsibilities (this is not an exhaustive list)

1. Manage capital repair projects by;
 - Scheduling capital repair projects throughout the year to maximize efficiency and minimize cost
 - Ensuring the preparation of plans, specifications, and scopes of work for projects, arranging for permits if required
 - Arranging the tender of contracts, assessing bids received, and preparing and or reviewing contract documents
 - Overseeing the execution of contracts, performing site inspections and deficiency follow-up
 - Recommending payment of invoices and release of holdbacks
 - Coordinating accommodations for tenant needs during a project
 - Being responsible for all site safety for ongoing projects
 - Being responsible for risk management for all capital plans and projects.

2. Analyses expenses and prepares reports and budgets for submission to the Director of Facilities Management by:
 - Reviewing and summarizing annual building inspections
 - Identifying potential major capital projects and preparing estimates of costs and benefits of same

- Preparing draft capital works budgets for all properties and providing required analysis for review by the Director of Facilities Management and Facilities Management Committee
- Maintaining a long-term capital plan, and all costs related to specific projects and updating the plan at the completion of each project.

3. Responds to emergency capital repairs by:

- Assessing damage as soon as possible after emergency events, such as floods and fires and updating the Director of Facilities Management and Executive Director as required
- Working with tenants to arrange emergency accommodation if needed
- Working with insurance adjustors as needed to devise a repair plan
- Overseeing repair work as required, monitoring costs and ensuring prompt reinstatement.

4. Provides information and resource services by:

- Identifying and securing funding opportunities, including performing any reporting required
- Collaborating with the Director of Facilities Management for the purposes of evaluating and prioritizing major capital projects
- Scheduling and ensuring appropriate resources for planned projects
- Keeping informed of other relevant regulations as outlined in the building, property standards, and fire safety codes, and all standard Health and Safety practices and regulations
- Assisting the Director of Facilities Management in establishing new or revised procedures pertaining to the implementation of capital repairs and informing staff
- Communicating with tenants on the status of work and attending meetings, including from time to time Facilities Management Committee meetings, tenant/building meetings
- Providing regular report on the status of capital projects to the Facilities Management Committee

5. Perform other duties as requested by the Director of Facilities Management or the Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

Education and Experience

- 3 years of post-secondary education
- 5 years of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Advanced ability to use Microsoft Office Suite
- Knowledge of Yardi Voyager will be considered an asset
- Intermediate verbal and written communication in English
- Ability to communicate in French is considered as asset but not required
- Valid Ontario Class G Driver's License and access to a working vehicle

Supervision and Decision-Making

- Decision-making forms an extremely large part of the role and will impact a major function of the organization. The process is guided by broad policies and general objectives; procedures and precedents are always evolving. Considerable judgement and complex interpretation are required for developing solutions
- Responsible for providing direct day-to-day supervision to contractors. Responsible for developing new or changed procedures
- Works independently and must be able to think critically. Methods and procedures are not well established
- Considerable impact to the organization if errors are made
- Regular use of confidential information and occasional access to occupied apartments

Working Environment

- Interaction with internal colleagues involves planning and coordinating the efforts of others
- Interaction with external contacts involves dealing with reasonably demanding interpersonal situations
- Normal office environment; periods of light physical activity (for example;

intermittent sitting, standing or reading) Regular visits to apartments or construction sites

- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness
- The incumbent may be exposed to a considerable amounts of stress