

JOB POSTING

Job Title: Assistant Project Manager

Location: Edmonton

Term: Full time – 1 Permanent

Are you interested in making a difference in the lives of Albertans? If you enjoy a fast-paced career with daily variety, and want to be part of a continually growing and changing work environment, the career of Assistant Project Manager is for you.

Capital Region Housing is looking to hire a dynamic and collaborative individual for the position of Assistant Project Manager. The successful individual will be assigned to capital maintenance. We are the largest provider of social and affordable housing in the Edmonton area, and one of the largest in Alberta. We manage over 4,500 Social Housing rental units, over 600 Affordable Housing rental units and approximately 3,000 rental subsidies. We are currently working on expanding within the City of Edmonton.

As an Assistant Project Manager, you will be responsible for assisting Project Manager of Capital Projects in delivering effective day-to-day administration and coordination of capital maintenance projects and some new property development, from inception to completion to ensure the Corporation's expectations and interests are met. Knowledge and experience with construction project management principles and procedures is essential.

You will participate in the tendering process through defining project specifications, scopes of work, creating basic drawings and details, evaluating tenders and providing recommendation for award. Strong and effective communication skills are vital to organize and chair pre-bid meetings, pre-contract meetings and pre-start meetings with contractors and consultants.

The Assistant Project Manager will coordinate construction work to allow for minimal tenant disruption and interference, as well as, ensure that projects are delivered on time while meeting contract, cost and quality obligations. Regular on-site inspections to monitor progress of projects against the contract schedule will be required. You will be relied on to provide monthly update reports on property development projects under construction and capital projects in progress, as well as, explain variances between budgets and actual final costs.

The candidate must have knowledge of Alberta Building Code, Fire Code and Occupational Health and Safety Regulations, barrier-free design, City design and construction standards, as well as, technical knowledge relating to residential construction, property maintenance, preventative maintenance and energy conservation.

The position requires an aptitude for managing multiple projects and demands and responding to problems as they arise. The candidate must have the ability to take appropriate action to resolve performance problems and deficiencies.

You will participate in the preparation of the capital budgets and 10-year capital plans and work cooperatively with the rest of the Asset Management team to ensure the overall efficiency and effectiveness of department operations.

This position will sometimes be assigned to other non-profit agencies in the development and project management of their housing projects.

A valid driver's license with access to a personal vehicle for work purposes will be required.

Qualifications:

A minimum of a post-secondary diploma in Construction Engineering Technology, Construction Management or similar building related, with at least 3 years' project management experience with buildings is required. The successful candidate must be willing to continue education in a project management related field.

How to Apply:

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements. The successful applicant will be required to undergo a Police Information Check.

We thank all applicants for their interest. **Only individuals selected for interviews will be contacted.**

Send the cover letter and resume to: **Human Resources and Corporate Services**
Capital Region Housing Corporation
10232 – 112 Street, Edmonton, AB T5K 1M4
Fax: 780-426-6854
resumes@crhc.ca

Closing Date: Friday, July 7, 2017 at 4:30 pm

Competition #1728