



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighbourhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

We have an opening for a full-time, permanent PROJECT MANAGER

POSITION OBJECTIVES

Reporting to the Director of Capital Asset and Infrastructure, the Project Manager is to take a leadership role in capital projects for Victoria Park Community Homes (VPCH) and managed clients. The Project Manager will provide technical assistance and support by preparing contract documents, drawings, specifications, and overseeing construction work; conducting site inspections and preparing follow-up reports; liaising with Property Managers, Contractors, Consultants and City Officials; and providing data input/extraction and data analysis.

CORE COMPETENCIES

The incumbent will possess the following core competencies: Leadership; Technical Knowledge; Effective Communication; Managing Time and Deadlines; Analytical Thinking; Resourcefulness; Sound Judgment

COMPENSATION

Starting Salary: \$64,115 per year

Benefits: Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; Paid Time Off; 3 weeks' vacation to start; professional training and development opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide support in all stages of Capital Projects: design, estimating, tendering; construction progress, and project close-out
- Monitor capital budgets and provide accurate estimates for the capital works project
- Issue purchase orders, monitor costs, review and approve project invoices, prepare progress billing, verify and authorize invoices for payment
- Support the development and organization of annual capital asset management plans, capital projects, and construction specifications
- Supervise and provide guidance to Assistant Project Manager Intern and Assistant Project Manager
- Review contract documents and supplementary conditions
- Define project tasks and resource requirements and communicate project status to relevant stakeholders
- Manage contractors; Review contractors work on-site to ensure project specifications are met
- Conduct residential site inspections to record structural defects, take photos and gather information for your follow-up report

- Take on-site measurements of existing buildings interior and exterior
- Ensure code compliancy
- Respond appropriately to inquiries from Property Managers, Consultants, Contractors, City Officials
- Attend Property Review and Board meetings
- Provide a style of leadership which will generate enthusiasm, credibility, integrity, confidence and teamwork
- Conduct regular project team meetings incorporating representatives from other departments

EDUCATION AND EXPERIENCE

- A post-secondary degree in engineer, project management or related degree or equivalent combination of education and experience
- 2 – 3 years relevant work experience
- Experience in managing construction work
- Reliable and possess a positive attitude
- Excellent communication, analytical and problem-solving skills
- Computer proficiency in MS Office applications, in particular MS Excel, MS Outlook, MS Word along with the ability to quickly learn new applications
- Project Management Certification (PMP) is considered an asset

SPECIAL REQUIREMENTS

- Must possess a valid Class G Driver's License and have daily access to a reliable vehicle.
- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a satisfactory Police Check at their expense.
- This position is open only to those legally entitled to work for any employer in Canada.

WORK ENVIRONMENT

- The position is based at the Head Office located at 155 Queen Street North, Hamilton, Ontario
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday with work outside of regular hours as driven by project and operational demands.
- Occasional travel will be required

Interested and qualified applicants can submit their resume with cover letter by

Tuesday, December 7, 2021 at 4:00 p.m.

ATTN: Human Resources

By email: Recruiter@vpch.com

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.