



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
ASSISTANT PROJECT MANAGER**

POSITION OBJECTIVES

In this position, you will be working under the supervision the Senior Project Manager of Capital Assets and Infrastructure at VPCH.

You will provide technical assistance and support to the Capital Assets and Infrastructure Division by preparing contract documents, drawings, specifications, and overseeing construction work (from preconstruction meeting to closure); You will be 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: Initiative; Thoroughness; Joint Problem Solving and Conflict Resolution; Flexibility; Managing Time and Meeting Deadlines; and Effective Communication.

COMPENSATION

Starting Salary: \$40,888 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

In the field

- Conduct preliminary site inspection to determine scope of work required
- Meet contractors at site for quotation
- Attend site meetings
- Conduct site inspections to review whether contractor's work meets specifications
- Communicate with contractor and any other stakeholders
- Make detail notes and record any building defects, take photos, measurements and gather information for your follow-up report
- Verify information reported in the Building Condition Assessment (BCA) report and other assessments

- Gather data from site for presentations/technical reports

In the office

- Monitor capital budgets; provide accurate estimates for the capital works project
- Provide support in all stages of Capital Projects: design, estimating, tendering; construction progress, and project close-out.
- Prepare/Revise Contract Documents
- Prepare site reports
- Update Project Schedule in excel
- Communicate with Contractor/Consultant, ensure they fulfill project specifications
- Prepare Construction drawings and as-built drawings
- Find competitive/quality contractors to carry out projects in the Capital Plan
- Monitor costs, review project invoices, and prepare progress billing.
- Write bid analysis reports
- Support the development and organization of annual capital asset management plans, capital projects, and construction specifications
- Maintain files and correspondence on active and completed projects
- Respond appropriately to phone inquiries from Consultants, Contractors, City Officials

EDUCATION AND EXPERIENCE

- Candidates must be a graduate with a Sciences, Engineering or Technologist degree (Canadian or Canadian equivalency)
- Recent work experiences in any of the following fields will be considered a plus:
 - Contract management
 - Administrative work
 - Interior Retrofit work
 - Specification Review/Preparation
 - Previous work experience in a consulting firm
- Completion or actively working toward the following designation will be considered a plus: CAPM, PMP.
- Completion of the following courses with good grades will be considered a plus: Technical Writing/Reading, Project Management, Wood/Steel Design, Building Science, Contract Administration, and Drafting.
- Excellent technical writing skills
- Intermediate/Advanced user of Microsoft Excel and Microsoft Word
- Proficient in drawings sketches
- Able and willing to read and interpret Architectural, Civil, Mechanical, Electrical and Structural drawings
- Understand Contract and Construction Administration principles
- Knowledge of the Ontario Building Code and the Fire Code will be considered as an asset
- Able and willing to assist in dispute resolution with contractors
- Excellent multi-tasking and organizational skills
- Strong English communication skills: written, spoken, and listening.
- Able and willing to maintain confidentiality and exercise good judgment and discretion

SPECIAL REQUIREMENTS

- Able and willing to climb ladders if required
- Required to wear personal protective equipment on occasion.
- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a current and satisfactory Police Check at their expense.
- This position is open to those legally entitled to work for any employer in Canada

WORK ENVIRONMENT

- This position is based at the corporate head office currently located at 155 Queen Street North, Hamilton
- Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday with occasional work required outside of regular office hours.
- Hybrid Work Model with minimum of 3 days of work from the main office per week.
- Place of work is smoke free.
- A valid and unrestricted Class G drivers' license and daily access to a reliable vehicle is required to travel to various locations on a regular basis.

Interested and qualified applicants can submit their resume with cover letter to Recruiter@vpch.com by

Monday, January 9th, 2023 at 4:00pm.

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.