



POSITION DESCRIPTION

POSITION TITLE: Construction Officer	DEPARTMENT: Construction
CLASSIFICATION: Confidential	APPROVED BY: Regional Lead – Corporate Services & Chief Financial Officer
UNION: Out of Scope	DATE APPROVED: October 5, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Projects & Facilities

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting directly to the Manager, Projects & Facilities, the Construction Officer is responsible for the coordination and supervision of the various capital projects (including Safety and Security projects) as required within the Service Delivery Organization. The incumbent works independently with minimal direction in assisting the primary consultants in their duties to supervise and administer the construction project(s) contact(s). The Construction Officer is responsible for the monitoring and inspection of the construction project(s), ensures that all required materials, specifications, and testing meet the plans and specifications of the project(s).

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Financial

- Recommends to the Facility Leadership ways to reduce costs to the project(s).
- Reviews progress certificates and monitors schedule for comparison work progressed to amount claimed with comments to the Facility Leadership and the Architect and/or Consultant.
- Reviews and comments to the Architect and/or Consultant and Facility Leadership on proposed change notices, field orders and costs relative to the change orders. Maintains the records of all

proposed change notices (PCN's), Change Orders (CO's), Requests for Information (RFI's) and Supplemental Instructions. (SI's)

- Reviews incoming invoices related to the construction project and advises payment of the same to the Facility Leadership or Manager, Projects & Facilities.

Technical

- Monitors project regularly during construction and ensures that the quality of installation and construction is as specified.
- Examines ongoing workmanship and inspects completed projects for construction deficiencies and reports same to the Facility Leadership and Architect and/or Consultant.
- Reviews project for site security and adherence to applicable safety requirements.
- Arranges for and accompanies appropriate authorities and inspectors during specified inspection rounds as indicated and scheduled in the specifications manual.
- Participates and reviews for substantial performance and total performance, with comments to the Facility Leadership and Architect and/or Consultant and follows up with further review to ensure deficiencies are addressed and completed.

Title Coordination

- Coordinates tenders and arranges for inspections, testing and verification of various electrical, mechanical and architectural systems not included in the general contract or design agreements.
- Assists contractor in scheduling of shutdowns for water, power, etc.
- Arranges for access by the general contract or contractor and his sub-contractors to areas required for construction and storage purposes.
- Assists site specific Plant Maintenance department in the follow-up of warranty work orders.
- Arranges for and coordinates movement of furniture and equipment into completed facility by facility staff and outside agencies as specified in tender documents.
- Coordinates the end of warranty inspection, including extended warranty items, with consultants for total completion of the work.
- Arranges as necessary for housekeeping services to be provided when buildings are complete and ready for occupancy.
- Takes proactive approach in addressing project on matters of quality, schedule, and cost and to provide timely input to Facility Leadership and Manager, Projects & Facilities.

Negotiations/Meetings

- Attends site administration meetings as the facility construction representative, arranging for other appropriate staff from the Service Delivery Organization and the facility, to be present at such meetings.
- Assists in the negotiation and resolution of disputes, reports on the arrangements for deficiency corrections and advises the Facility Leadership and Manager, Projects & Facilities of untoward project delays or quality problems that have not been resolved.
- Discusses with the Facility Leadership and future tenants, the training of Operating Engineer and Maintenance staff, not only as outlined in the specifications, but also, when testing all commissioning specific pieces of equipment and/or systems (i.e., heating, cooling, electrical, etc.).
- Works closely with the Facility Leadership/Manager, Projects & Facilities in consulting, negotiating or discussing issues, budgets, etc. with Manitoba Health.

Reports

- Provides ongoing reports covering all major issues of the project, including design issues, approvals/permits, physical status of work, financial status, project schedule, safety and security, to Facility Leadership, the Architect and/or Consultant, and the Manager Projects & Facilities.
- Obtains and ensures that all necessary as-built drawings, shop drawings and maintenance/service manuals are available to parties involved in the commissioning of systems when substantial performance is attained.
- Provides to the Facility Leadership, details of the project for insurance purposes and information regarding project schedule extensions. Reports on whether the project is proceeding in accordance with the construction schedule and that delays are acceptable to the Facility Leadership and Architect and/or Consultant.
- Receives and distributes shop drawings, as-built drawings and operating and maintenance manuals and requests revisions.
- Establishes and maintains effective and timely control and distribution of project communication and documents.
- Maintains a photographic record of work.
- Advises the Architect and/or Consultant of omissions and discrepancies in plans and specifications, to the best of his/her knowledge.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Performance measured against the above-identified essential functions and basic duties.
2. Exercises initiative in carrying out tasks and demonstrated sound judgement and excellent time management skills in determining the methods to apply to tasks.
3. The position functions in a manner that is consistent with the mission, vision and core values and the policies of Southern Health-Santé Sud.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Journeyman Tradesman, or
- Completion of a Certified Engineering Technology Program or Equivalent certification in Project/Construction management, or
- Other combinations of education and experience may be considered.

Commented [JF1]: What about "Other combinations of education and experience may be considered."

KNOWLEDGE REQUIRED:

- Knowledge in contract administration and on-site reviews
- Thorough knowledge of building construction, building and fire codes, and related regulations applicable to health facilities in Manitoba
- Knowledge and experience utilizing a variety of computerized accounting applications.

EXPERIENCE REQUIRED:

- Minimum of five (5) years in all aspects of major construction
- Minimum of five (5) years comprehensive project planning, management experience including experience working in facility space planning, LEED and construction of capital projects
- Experience with project management principles, processes and procedures
- Experience in construction trades including electrical, mechanical, plumbing and carpentry

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated oral and written communication skills
- Demonstrated ability to establish and maintain positive working relationships with managers, physicians, staff, and other agencies as appropriate
- Demonstrated ability to use an analytical and inquiring approach to problem solving
- Demonstrated ability to work effectively with others in a multi-facility and program system
- Demonstrated organizational skills within a fast-paced environment
- Demonstrated effective leadership ability including achieving operational objectives (programmatic, financial and human resource management) in a results-based, multiple site/program environment)
- Team player with ability to work independently as well as to lead and motivate a team
- Strong organizational skills and flexibility to meet the demands of the position
- Able to effectively perform the tasks and responsibilities of the position
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- May work occasionally evenings and weekends as necessary
 - Will be required to travel to other regional facilities as the position duties may require
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SALARY SCALE:

As per Non-Union salary scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.