

## POSITION DESCRIPTION

**POSITION TITLE:** Manager Construction/Energy Savings **DEPARTMENT:** Construction

**CLASSIFICATION:** Out of Scope

**APPROVED BY:** Regional Lead-Corporate Services and CFO

**UNION:** N/A

**DATE APPROVED:**

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** REGIONAL LEAD – CORPORATE SERVICES & CHIEF FINANCIAL OFFICER

**POSITIONS SUPERVISED:** Construction Officer, Assistant

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### POSITION PURPOSE

Reporting directly to the Regional Lead – Corporate Services & CFO, the Manager, Project & Facilities, is responsible for the following functions: project management of all capital projects that are planned for the organization and for plant operations throughout the region. Primary responsibilities relate to departmental management, human resource management, fiscal management, policy development, program planning, project planning, quality management, equipment/supplies/space management, in-service/education, professional development, environmental management, committee participation and communication.

The incumbent will exercise 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.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

- Assist in the identification, prioritization and coordination of an ongoing strategic capital plan for the region.
- Ensures all capital projects are planned to incorporate LEED building design and CSA Infection Control measures.
- Coordinates all capital and safety security projects for the region including planning, implementation, and evaluation of all projects.

- Establishes programs and processes with regard to architectural design services, construction management contracts and management of contract terms.
- Plans, coordinates and supervises the work of outside contractors and ensures all work is being done in accordance with federal, provincial and municipal codes, regulations and standards, including Workplace Safety & Health regulations.
- Monitors progress of each project and performs regular inspections to ensure contract compliance and that the project plan, including budget, schedule and quality are being maintained.
- Ensures project status and design and construction issues presented by internal and external stakeholders are being addressed in a timely and collaborative manner.
- Facilitates ongoing collaboration and communication with all internal and external stakeholders throughout all phases of a capital project.
- Prepares, manages and reports regularly on the program status to all stakeholders.
- Participates in the development, review and revision of regional, program and departmental policies and procedures, including the implementation of policy directives and established feedback mechanisms.
- Ensures that there are departmental goals and objectives established for maintenance that align with organizational strategic priorities.
- Oversees the management of minor on-site construction/renovation projects.
- Ensures compliance with all relevant legislation, including fire codes, building codes, labour codes, health and safety laws and environmental laws.
- Prepares annual departmental capital and operating budget for staffing levels and equipment needs.
- Monitors departmental budgets on a regular basis and takes corrective action as necessary, and prepares variance analysis as appropriate.
- Manages human resources within the department and interprets and applies regional policies and collective agreements where applicable.
- Participates as a member of the Regional Management Team and in collaboration, develops, organizes, implements and evaluates a continuous improvement / risk management / utilization review program including: the establishment of objectives and criteria; participation in the process review; development of procedures; documenting activities indicating corrective actions taken; ensuring participation of all staff; presenting reports on findings; and monitors, evaluates and improves productivity and outcome measurement tools.
- Assists in the management of furniture and equipment procurement.
- Reports immediately on any situations that may pose safety or fire hazards and recommends measures to ensure safety of workers, residents and staff.
- Recommends measures to ensure that all materials and supplies stored on-site are not subjected to theft, fire or vandalism.
- Performs related duties as assigned by the Vice President Finance & Planning.
- Contributes to making the organization safe for clients, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- 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.

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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. To be defined
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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Degree in Project/Construction Management or equivalent combination of education and related experience
- Health Care Management Certification, Project Management Certification or other business management experiences or related qualifications
- Completion of a Certified Engineering Technology Program
- LEED Certification an asset

#### **REQUIRED KNOWLEDGE:**

- 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

#### **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
- Demonstrated experience with Project Management principles, processes and procedures
- Experience in construction trades including electrical, mechanical, plumbing and carpentry

#### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated ability to effectively manage large and complex projects, involving multiple partners
- Knowledge related to architectural drawings and process including the ability to read blue prints and technical manuals
- Experience with a variety of computerized accounting applications
- Demonstrated oral and written communication skills
- Demonstrated ability to establish and maintain positive working relationships with managers, physicians, staff, and other agencies as appropriate
- Ability to use an analytical and inquiring approach to problem-solving
- Ability to work effectively with others in a multi-facility and program system
- Demonstrated organizational skills within a fast paced environment

- 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
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset
  - 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
  - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00
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**WORK CONDITIONS:**

- The incumbent functions relatively independently on a day-to-day basis and manages assigned duties accordingly
  - No hazardous or significantly unpleasant 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:**

**CONFIDENTIAL**

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*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.*