

**HR Posting Number:** PMHMISC225345  
**CLOSE DATE:** Tuesday, Nov 22, 2022 /4:00 p.m  
**CLASSIFICATION:** Project Coordinator Capital Planning  
**DEPARTMENT:** Capital Planning  
**Site:** Regional Programs  
**Location/Home Base:** Brandon  
**Anticipated Shift:** Full Time  
Days - 7.50 hour shifts  
**WAGE Rate:** As per collective agreement

**QUALIFICATIONS:**

- \* Completed Post-secondary education from a recognized institution related to the construction field
- \* Five years experience in the facilitation and coordination of construction/renovation projects with the full range of construction and consultant specialties, with special emphasis in civil, mechanical and electrical systems
- \* Documented history of continuing education related to the construction and capital planning processes
- \* Other combinations of education and experience may be considered
- \* Proficiency with the utilization of various Canadian Construction Documents Committee (CCDC) contracts, specifically CCDC 2, CCDC 5a and 5b and CCDC 14
- \* Experience and training related to the current CSA Z8000 and CSA Z317.13 Guidelines
- \* Required proficiency with the Microsoft suite of office products (Outlook, Word, Excel, Access and PowerPoint)
- \* Required proficiency with Microsoft Projects
- \* Demonstrated working knowledge of AutoCAD
- \* Province of Manitoba Class 5 Drivers License and access to a personal vehicle to provide service within the Prairie Mountain Health
- \* Demonstrated Working knowledge of design document and specification interpretation, change directive process, as built drawing process, and operation and maintenance manual process as it relates to electrical, mechanical, architectural and structural systems
- \* Demonstrated experience in initiating changes and improvements, including skills in workplace re-engineering within a Continuous Quality Improvement (CQI) environment
- \* A thorough knowledge of occupational hazards, safety precautions and regulations applicable to construction sites
- \* System/building commissioning experience
- \* Demonstrated leadership and supervisory ability
- \* Demonstrated written and oral communication skills
- \* Demonstrated experience in employee and labour relations
- \* Ability to prioritize in a changing environment
- \* Sensitivity to the human and political dynamics of health care management
- \* Strong organizational, decision making and problem solving skills
- \* Demonstrated ability to develop Policy and Procedures
- \* Ability to display independent judgment
- \* Ability to respect and promote a culturally diverse population
- \* Ability to respect and promote confidentiality
- \* Ability to perform the duties of the position on a regular basis

**OPEN DATE:** November 08, 2022  
**APPLY TO:** Human Resources Brandon Health Centre, , Room A 122  
150 McTavish Ave East, Brandon MB R7A 2B3  
Ph: (204) 578-4760 Fax: (204) 578-4937

This position is subject to a Criminal Records Check (including vulnerable sector), Adult Abuse Registry Check, and a Child Abuse Registry Check. The successful candidate will be responsible for any services charges incurred.

If you are currently employed by PMH, please utilize the internal application form. If you are not employed by PMH, please utilize the external application form.

In order to be considered for the position, both internal and external applicants must submit a current resume with their application form.

If you are an external applicant, please include three work related references with this application. They must be from persons who are not related to you, and who have direct knowledge of your past work performance.

Upon being considered for employment, your signature or electronic submission of this application form is your authorization to complete said reference checks.

PMH has an Aboriginal Human Resource Initiative and is committed to increasing the representation of Aboriginal people within all levels of our workforce. Aboriginal applicants are encouraged to voluntarily self identify as being of Aboriginal descent in their cover letter and/or within their application form.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.

**HEALTH AND WELLNESS FOR ALL**

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