

## Construction Project Manager

Campus Development  
Full-Time, Regular  
Brandon, MB  
Comp # 78 24/25  
Salary: \$108,349 – \$138,302  
(\$115,022 to \$143,731 reserved for Architects and Engineers)  
Classification: Excluded

### About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable thriving workforce that is unified in moving forward for the benefit of the College and Manitoba. Our culture is built on our principles for continued success: creativity, collaboration, and courage.

### Position Overview:

Reporting to the Director of Campus Development, the Construction Project Manager will assist in advancing capital projects and initiatives for the college. The incumbent will work closely with the Director to define organizational requirements for new and expanded college facilities; developing and managing resulting capital construction projects from the conceptual stage through planning, approval, design, construction and occupancy to meet customer requirements.

### Key Responsibilities:

- ▶ Engage with Assiniboine College's schools and departments to help guide and develop general project requirements for Basis of Design.
- ▶ Provide estimates of anticipated construction costs and help prepare required documentation for administration and Board of Governors to secure funding approvals.
- ▶ Work with college's purchasing department to prepare and issue tender packages to procure design services.
- ▶ Act as primary contact with consultants to ensure that designs are consistent with the needs of proposed programs and will not exceed pre-prescribed construction budgets, while effectively communicating both the concerns and best interests of the college in a professional manner.
- ▶ Develop and issue tenders for construction services with the college's purchasing department, review and evaluate bids, and award purchase orders/contracts to successful general contractors, trade contractors and other vendors/suppliers as needed.
- ▶ Apply for and obtain all required development/building permits and secure permission from authority having jurisdiction to proceed with construction.
- ▶ Maintain and keep current project records including requests for information and responses, post-tender requests for quotation, contract and change orders, review and approvals of submittals, review and approvals of shop drawings, design revisions and other miscellaneous information as required.
- ▶ Monitor and maintain project budget, project schedule and cost reporting during construction and act as primary contact with consultants and contractors to identify, recommend, develop, implement and support cost-effective project delivery.

- ▶ Act on behalf of college to review and approve invoices for work in progress, resolve claims and disputes as they arise, issue payment certificates and hold/release regulatory holdbacks as required.
- ▶ Read, interpret and understand project construction drawings and specifications, shop drawings, contracts, other related construction documents; and identify, address and resolve issues and problems before they occur.
- ▶ Regularly perform site inspections of work in progress to ensure compliance with project contract documents, identify any deficiencies and have deficiencies corrected by the appropriate agent.
- ▶ Facilitate/attend regular site progress and coordination meetings with design and construction representatives to address any construction coordination issues, communicate changes, monitor and evaluate planned vs. performed productivity rates, develop recovery plans as needed, and monitor and adjust the project schedule as required.
- ▶ Assist in completing close out requirements for projects including final commissioning reports, operations and maintenance manuals, final inspections and obtaining certificates, clearances, and processing final invoices and any other outstanding charges.
- ▶ Support the college's Safety & Health Officer to ensure compliance with safety standards set forth by internal practice, the Province of Manitoba Workplace Safety & Health legislation, and contractors' independent policies and procedures.

Qualifications:

- ▶ Post-secondary degree or diploma in a construction-related discipline (i.e. engineering, architecture, Red Seal construction trade, etc.).
- ▶ 5+ years of practical experience in the capacity of project manager in the industrial, commercial and/or institutional sector with a general contractor.
- ▶ Experience working on commercial and/or institutional projects from inception to completion and comprehensive knowledge of building construction.
- ▶ Superior written and verbal communication skills.
- ▶ Proficiency in the use of Microsoft Office including Outlook, Excel, Word and Teams. Experience using other standard construction industry software would be considered an asset (i.e. Procore, Revit, AutoCAD, MS Project, etc.).
- ▶ Strong personal organizational and time management skills to prioritize workload to meet prescribed deadlines.
- ▶ Strong analytical, critical thinking, troubleshooting, problem-solving skills, and a high degree of accuracy and attention to detail.
- ▶ Self-motivated with strong willingness and ability to learn and adapt.

*This competition will remain open until the position is filled.*

*Discover full details about the position in the attached Position Description.*

### Why Join Us?

#### Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

#### Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

#### Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders of Manitoba.

#### Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba.

#### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

#### How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204.725.8729.*