



Making a difference...together

Senior Project Lead

Job Opportunity

Req ID: 790

Business Unit: Planning & Protective Services

Division: Regional Housing

Regular/ Auxiliary: Auxiliary (12 month term)

Pay Grade: CAN/05/02/J19

Rate of Pay: \$51.85 - \$58.76 per hour

Hours of Work: 70 hours bi-weekly

Closing Date: Review of applications will begin on April 22, 2024 but this position will remain open until filled.

Summary

This position is responsible for assisting the Capital Region Housing Corporation in continuing to develop affordable housing across the capital region. The incumbent will contribute to all aspects of the project lifecycle including planning, approvals process, project management, design, construction administration and project close-out. The position will also build strong relationships with project stakeholders and agency partners to advance complex and impactful redevelopment and development opportunities from concept through to completion.

Key Duties & Responsibilities

- Provide leadership, support and on-going monitoring throughout the project lifecycle of affordable multi-family housing projects.
- Research and analyze relevant municipal, provincial and federal regulations, policies, programs and funding guidelines to inform redevelopment and/or development decisions.
- Prepare funding applications for submission to various funding bodies, verify and process claim forms as related to awarded funds.
- Prepare and/or review contract scope of work, detailed cost estimates, staff reports and requests for proposals.
- Using technical expertise, provide contract oversight and administration including directing, liaising and negotiating with consultants with the responsibility of maintaining project standards.
- Lead and implement procurement/tendering processes for various project team disciplines; assess and evaluate estimates, proposals and quotes following appropriate procurement guidelines; understand best practices and implications of recommendations and/or decision-making in alignment with all relevant policies.
- Assist with reviewing change orders and change directives, request for information, tender recommendations, payment certificates, invoices, and engineering field reports.
- Assist with project feasibility analysis, conceptual design reviews, contract document reviews, and hiring consultant teams.

- Lead process workflow, including project initiation, regular briefings and presentations with senior management and stakeholders, project documentation, reporting and records management.
- Proactively identify project risks and develop and initiate response plans with the support of management.
- Review design drawings and as-constructed drawings.
- Prepare and draft communication and project related updates for releases, coordinate and monitor information on the website, and manage responses to enquiries from the public on identified projects.
- Review and maintain housing development proformas, cash flows and costing models.
- Schedule meetings, prepares agendas and required materials, obtains equipment if needed and produce minutes.
- Liaise with CRD departments and divisions, government representatives, educational institutions, agency and not-for-profit stakeholders and other entities.
- Perform other related duties as required.

Key Skills & Abilities

- Strong ability to collect, analyze and synthesize diverse and complex information, prepare options and develop recommendations for action or decision based on findings.
- Strong ability to design, implement, facilitate and document engagement processes (e.g., surveys, information sessions, working group meetings, public / stakeholder consultation events, workshops).
- Excellent communication (verbal and written), interpersonal and customer service skills.
- Strong MS Word, Excel, PowerPoint and Outlook and SharePoint skills.
- Strong proficiency and experience using project scheduling programs and databases.
- Excellent presentation and training skills with demonstrated ability to communicate complex, technical information to non-technical and technical audiences.
- Strong ability to collaborate effectively with diverse internal and external stakeholders and across multiple disciplines.
- Strong ability to work effectively in a team environment and individually with minimal supervision.
- Thorough knowledge of federal/provincial/municipal regulations, legislation, codes, standards and guidelines related to development projects.
- Strong ability to be a results-oriented, energetic team player.

Qualifications

- Degree in a related discipline
- A minimum of 6 years' directly related experience

Certifications

- Acceptable criminal record check. The applicant/incumbent is required to undergo a criminal record check to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment.
- Valid BC Driver's Licence

APPLICATIONS

To apply for this exciting opportunity, please go to www.crd.bc.ca to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.