



www.civida.ca

E: help@civida.ca

P: 780-420-6161

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10232 112 Street NW
Edmonton, AB T5K 1M4

JOB POSTING

Position: Project Manager (Capital Maintenance Projects)

Location: Edmonton

Term: Full time, Temporary (May 3, 2021 – April 29, 2022)

At Civida (*formerly known as Capital Region Housing*), HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

We are looking for Project Managers to assist in managing capital grants and the delivery of capital maintenance projects within the Asset Management department.

Key Responsibilities:

- Manage the day-to-day administration and coordination of capital maintenance projects, from inception to completion.
- Pre-construction services, including, site investigation, preliminary budget, cost plan, appointment of consultants, and appointment of contractors.
- Construction services, including coordination of work, communication, reporting, payments.
- Coordinate with appointed consultants' application for development permits, building permits and other necessary authorizations.
- Provide monthly reports on capital maintenance projects in progress including explanations as to variances between budget and commitment.
- Develop scopes of work for capital maintenance projects.
- Ensure all necessary tender documents are prepared (including drawings and specifications) and work with the Procurement department to administer the tendering procurement process.
- Implement value engineering and energy efficient solutions into all projects.
- Conduct pre-tender and pre-start meetings with contractors on site.
- Ensure work carried out by contractors is completed in accordance with their contracts, and take appropriate action to resolve performance problems, deficiencies and engage in dispute resolution.
- Plan and report spending and financial status on capital maintenance grants.



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Qualifications:

- Post-secondary diploma in Project Management, Construction Engineering Technology, Construction Management or similar with a minimum six years' construction-related project management experience.
- Experience in managing capital grants.
- Knowledge of Public Procurement practices.
- Extensive technical knowledge relating to residential construction, property maintenance, preventative maintenance, energy conservation and health and safety regulations.
- Ability to estimate the costs of residential construction work.
- Have the tools and techniques necessary to deliver projects on time and within budget to the required standard.
- Must possess excellent oral, written and interpersonal communication skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons, or facts.
- Excellent computer skills and experience using MS Office applications and Adobe Acrobat. Experience with asset management software, Yardi and AutoCAD is considered an asset.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to: Human Resources
Email: careers@civida.ca

Competition # 2122

Civida is an equal opportunity employer.