

**Project Manager  
Facilities Management**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

The mission of Facilities Management is to provide the Dalhousie community with an inviting, safe and sustainable environment which supports and enhances an inspiring experience in learning, living, working and research. Reporting to the Assistant Director of Minor Projects, the Project Manager is responsible for the safe and timely delivery of a variety of capital projects to support Dalhousie's infrastructure and research and education objectives.

**Key Responsibilities:**

- Successfully execute strategic projects of small to medium scope from minor upgrades to major renovations (up to \$10M).
- Ensure successful delivery of projects by making complex decisions, using innovative approaches for project fulfilment working simultaneously on multiple projects as the single point of contact.
- Perform detailed risk assessments prior to project commencement to ensure safety of students, staff, contractors, general public and Dalhousie property. Ensure all contractors possess required training, safety certification, proper liability insurance, and valid membership at pertinent safety organizations.
- Ensure that projects meet the needs of the client within the prescribed budget, finish on schedule, and meet the quality standards and guidelines set out by the University and external regulatory bodies.
- Manage the resources required to realize projects, including the supervision of consultants, contractors, vendors of services, suppliers of equipment and in-house groups as well as liaising with internal trades to estimate and coordinate project activities.
- Manage design process utilizing external consultants to produce required documentation.

**Qualifications:** Undergraduate degree in a related field (e.g. Architecture, Engineering) plus considerable experience in construction project management (or an equivalent combination of training and experience) is required. Experience in mechanical and electrical building systems maintenance and renewal an asset. PMP designation is an asset. Proven ability to manage simultaneously a large number of projects of varying size, type and complexity required, as well as demonstrated ability to coordinate the work of internal personnel and external contractors. Knowledge of building codes and regulations required, along with experience writing and reviewing tenders and specifications. Excellent interpersonal and communication (written and verbal) skills are essential. Must demonstrate exceptional problem-solving and organizational skills.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by January 20, 2019 to competition DPMG-19002.**

**Salary Range:** \$66,445 - \$89,896 per annum (ADM-07)

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*