




JOB DESCRIPTION

JOB TITLE: SUPERINTENDENT – FACILITIES PROJECT MANAGEMENT

REFERENCE NO: 100558

DIVISION: ENERGY & INFRASTRUCTURE

DEPARTMENT: CITY OPERATIONS

APPROVAL DATES: BY: 
Bradley Maynes (Apr 24, 2023 09:55 MDT) **DATE:** Apr 24, 2023
MANAGING DIRECTOR, ENERGY & INFRASTRUCTURE

BY: *Stan Schwartzenberger*
CHIEF HUMAN RESOURCES OFFICER **DATE:** Apr 18, 2023

GENERAL DESCRIPTION:

This is a non-union supervisory position responsible for planning, administration, supervision, and project management of designated capital projects within the City Operations - Facilities Management section.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Facilities Management, and indirectly to the Director of City Operations.
- Directly supervises, Project Managers, and Senior Operator VII.
- Indirectly supervises Facilities Management operators, workers.
- Develops and maintains strong working relationships with City staff, external customers, and contractors.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provide leadership to Facilities Project Management staff ensuring the quality and efficiency of the work performed.
- Coordinate and delegate work and monitor progress of assignments, ensuring compliance with policies and guidelines, and ensuring workgroup commitments are met.
- Participates in developing and administering strategic and operational business plans and metrics, including procurement and Realty Asset Management Planning (RAMP).
- Work with staff to develop individual performance, training and developmental plans and hold staff accountable for goals and work performance.
- Provide guidance, coaching, feedback, and recognition, maintaining a positive and productive culture that includes safety, accountability, respect, motivation, and effective communication.
- Supervise staff completing assessment of existing infrastructure and systems, considering condition, planned change in use, City strategic plans, preparing technical options analysis, documenting cost effective solutions, and projecting benefits and costs of candidate investments, to support the development of business cases and proposals.
- Responsible to follow applicable government legislation pertaining to communications and electrical regulations, building/fire/safety codes, City of Medicine Hat standards and procedures and City/provincial/federal safety act/regulations/codes.
- Administers procurement processes for Facilities Project Management design and construction activities.
- Administers contractor management for Facilities Project Management design and construction contracts, including safety compliance and quality control.
- Ensure standards and specifications are required, maintained, produced in accordance with internal standards and readily available to stakeholders including telecommunications, space management,

- and facility construction standards.
- Assists to prepare, administer, monitor, and report on budgets.
- Maintains efficient levels of communications with external stakeholders, internal departments, and other government agencies.
- Ensures health, environmental, equipment, and training records are maintained in compliance with regulatory and policy requirements.
- Perform other related duties as required.

REQUIRED COMPETENCIES:

- Knowledge of government legislated guidelines concerning building codes, mechanical codes, electrical codes, safety codes, communications devices, and other applicable facilities related legislation.
- Knowledge of current industry practices and new technologies in the areas of asset and facilities management.
- Knowledge of recreation facilities and physical security principles.
- Thorough working knowledge of municipal civil, mechanical, and electric, instrumentation and controls systems and construction project management.
- Proficient in the use of Microsoft and other current office software in a network environment and ability to become competent with the city specific software programs.
- Excellent communication skills, oral and written.
- Ability to interpret general directives and instructions to execute goals provided by senior management with minimal supervision.
- Proven ability to supervise, organize, coach and lead staff.
- Knowledge and skill in the ability to apply project management principles.
- Proven ability to effectively identify and mitigate project risks and opportunities.
- Excellent interpersonal skills, demonstrating integrity, enthusiasm, and professionalism.
- Knowledge, understanding and commitment to City's Corporate Safety standards, including Health, Safety and Environmental Management System.

REQUIRED QUALIFICATIONS:

- Successful completion of a recognized two (2) year diploma in business administration or program with technical emphasis in facilities technologies from a recognized post-secondary institution.
- Five (5) years of experience in facilities or project management administration, three (3) years supervisory or management experience required, preferably in a municipal environment.
- Certificate or eligibility to obtain certificate as Project Management Professional (PMP) is an asset.
- Professional membership in a related facilities or trades association is an asset.
- Possession of a valid Class 5 Driver's License with an acceptable driving record.
- An equivalent combination of management approved education and experience may be considered.