



Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the province of Ontario. Our portfolio that we manage has grown to more than 2,641 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

We have an opening for a **12-month to 16-month**, full-time **contract** position. Start date: July 8, 2019.

ASSISTANT PROJECT MANAGER

In this position, you will be working under the supervision of a Professional Engineer – the Manager of Capital Assets and Infrastructure at VPCH. You will enjoy a balance of office work and site visits. You have knowledge of contract specifications, MS Office, Architectural/Structural drawing, and can accurately process data input/extraction. You have excellent reading and writing skills. You are independent, proactive, have sound judgement and communication skills to deal with a diverse group of stakeholders.

Pay Rate: \$20.00-\$23.98 per hour depending upon qualifications and experience + 6% vacation pay (equal to 10-15 vacation days). Eligible for group insurance benefits after 3 months.

Hours of Work: 35 hour per week, Monday - Friday, between 8:30 a.m. - 4:30 p.m.

KEY FUNCTIONS AND DUTIES

In the field

- Conduct preliminary site inspection to determine scope of work required
- Meet contractors at site for quotation
- Attend site meetings
- Conduct site inspections to review whether contractor's work meets specifications
- Communicate with contractor and any other stakeholders
- Make detail notes and record any building defects, take photos, measurements and gather information for your follow-up report
- Verify information reported in the Building Condition Assessment (BCA) report and other assessments
- Gather data from site for presentations/technical reports

In the office

- Prepare site reports
- Prepare/Revise Contract Documents
- Prepare templates by using Microsoft office such as: Tender template, capital cost tracker
- Update Project Schedule in excel
- Communicate with Contractor/Consultant
- Ensure consultants and contractors fulfill project specifications
- Prepare Construction drawings and as-built drawings using Auto-CAD
- Organize/Maintain existing/new drawings and documents related to past and future projects
- Find competitive/quality contractors to carry out projects in the Capital Plan
- Prepare request to bid documents for contractors and consultants
- Write bid analysis reports
- Support the development and organization of annual capital asset management plans, capital projects, and construction specifications
- Support all stages of design, estimating, tendering, construction progress and project close-out
- Maintain files and correspondence on active and completed projects
- Respond appropriately to phone inquiries from Consultants, Contractors, City Officials

KNOWLEDGE AND SKILLS

- Excellent technical writing skills
- Intermediate/Advanced user of Microsoft Excel and Microsoft Word
- Proficient in drawings sketches with AutoCAD/MS Word
- Able and willing to read and interpret Architectural, Civil, Mechanical, Electrical and Structural drawings
- Understand Contract and Construction Administration principles
- Knowledge of the Ontario Building Code and the Fire Code will be considered as an asset
- Demonstrate, maintain, and exhibit ethical construction practices
- Able and willing to assist in dispute resolution with contractors
- Excellent multi-tasking and organizational skills
- Strong English communication skills: written, spoken, and listening.
- Able and willing to maintain confidentiality and exercise good judgment and discretion
- Bondable and be prepared to execute a *Bondability Affidavit*.

MINIMUM EDUCATION REQUIREMENT

- Candidates should have a Bachelor or Master's degree in Sciences or Engineering (Canadian or Canadian equivalency)
- Recent work experiences in any of the following fields will be considered a plus:
 - Contract management
 - Interior Retrofit work
 - Project Management
 - Construction Estimating
 - Specification Review/Preparation
 - Previous work experience in a consulting firm
- Completion or actively working toward the following designation will be considered a plus: CAPM, PMP.
- Completion of the following courses with good grades will be considered a plus: Technical Writing/Reading, Project Management, Wood/Steel Design, Building Science, Contract Administration, and Drafting.

SPECIAL REQUIREMENTS

- The position is based at the Head Office currently located at 155 Queen Street North, Hamilton, Ontario.
- Have and maintain a valid and unrestricted class G license for the class of the vehicle operated
- Have daily access to a reliable vehicle to travel to various locations within the greater Hamilton area as well as to the regions of Peel, Halton, Waterloo, and Wellington. Mileage is reimbursable.
- Able and willing to climb ladders (for attic inspections)
- Required to wear personal protective equipment on occasion.
- Successful candidate will be subject to a current and satisfactory Police Check at their expense.
- This position is open to those legally entitled to work for any employer in Canada

To apply for this position, please submit your resume, cover letter, and transcript no later than **9:30 a.m., Monday, June 17, 2019** to:

Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6
ATTN: Human Resources

By email: Recruiter@vpch.com / By fax: 905 667-0354

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.

We thank all applicants for their interest in employment opportunities with Victoria Park Community Homes. Please note that only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.