



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Capital Works Manager

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/wk.

**SALARY RANGE:** \$100,827 - \$127,153/year

**POSTING DATE:** March 19, 2020

**CLOSING DATE:** April 17, 2020

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Reporting to the Director, Operations the Capital Works Manager will manage all aspects of the Capital Works Program, including capital projects from concept to completion.

#### Major Responsibilities

- As a member of the management team, provide leadership and assist with strategic objectives
- Supervise, plan and coordinate work assignments and the administration of capital works services
- Develop, recommend and administer annual capital works program and budget
- Recommend consultant selection in accordance with Board and City policies
- Oversee and provide direction to consultants for design and tender document preparation
- Manage tender process including the evaluating and recommending award of tenders
- Manage cost, scope, schedule and execution for all capital work projects
- Oversee consultant supervision and contractor progress during construction and attend site meetings as required
- Monitor and recommend progress payments to consultants, contractors and suppliers.
- Direct in-house drafting, design, tendering and construction
- Oversee the preparation of equipment and supply tender documents, process tender calls, and evaluate and recommend tender approval with input from Operations staff
- Consult with Operations staff with the management and other service areas respecting scheduling of projects and all other matters
- Manage and ensure the process of startup and commissioning including compliance with all regulatory requirements
- Prepare, attend and present reports on all capital projects to the Board and City as required.
- Actively promote and ensure construction safety, Occupational Health & Safety awareness and compliance in the delivery of projects and activities
- Performs other duties as assigned

#### Required Qualifications

1. Bachelor of Engineering and eligible for membership in Association of Professional Engineers of Ontario
2. Extensive experience managing a capital works program.
3. Experience in managing staff in a capital works environment.
4. Experience utilizing software packages (word processing, spreadsheets, databases and electronic mail).
5. Good interpersonal skills with the ability to communicate effectively both verbally and written at all organizational levels.
6. Proven customer service skills.
7. Demonstrated knowledge of and ability to interpret collective agreements, *Occupational Health & Safety Act*, fire safety regulations, building codes and other applicable codes and regulations.
8. Broad knowledge of Mechanical, Electrical and Civil disciplines in construction.

#### How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca).

#### Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

**Accommodation:**

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca) quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.