

Job Information

Employer Name: Red Deer College

AAA Member : Yes No

Job Title: Project Manager, Facility Space Planning

Job Type (F/T or P/T): F/T

Location(s): Red Deer

Expected Start Date: July 8, 2019

Website Address: www.rdc.ab.ca

Job Description

The Project Manager, Facility Space Planning is responsible for planning, monitoring, coordinating, and project managing the functional renovation changes and new construction of building infrastructure (architectural, structural, civil, mechanical, and electrical) in Red Deer College (RDC) facilities. It also evaluates, coordinates, and manages the work of RDC's various consultants and construction contractors. Additionally, it also supervises project staff within Campus Management.

Responsibility will also include the facilitation of processes of engagement with departments, user groups and consultants in the development of solutions and the subsequent implementation strategies for space moves, functional space renovations and new construction at RDC. This position is responsible for budget planning and budget management of certain cost centres and projects. The Planning Systems Coordinator is responsible for managing, filing, and updating the electronic drawing files (AutoCAD) for any projects that they lead.

Reporting responsibilities include internal reports to the Director and RDC Executive, as well as reports to Government related to space needs, space changes, and long range facility planning. Lastly, this position is also responsible to review space utilization data and provide recommendations on functional space changes on campus to improve student and staff services.

Responsibilities of the Project Manager, Facility Space Planning include:

- Project Management
- Coordinate / Liaison with RDC Contractors
- Budget and Strategic Planning
- Building Base Plans on Auto CAD
- Government of Alberta & Internal Reporting
- Energy / Utility Management

Red Deer College offers a comprehensive benefits package including extended health and dental care through Blue Cross, access to a health spending account, pension plan, generous vacation allotments, credit tuition waivers and opportunities for professional development funding. Additional time off due to college closures between Christmas and New Year statutory holidays.

Qualifications & Skill Sets

- Two (2) years of post-secondary training, completion of a community college certificate including trades apprenticeships in Architectural or Interior Design technologies or equivalent
- Three (3) year undergraduate degree, three years of University in Architectural or Interior Design technologies or equivalent an asset
- PMP designation is considered an asset
- Over 5 years Architectural and/or interior design training
- Proficient at Project Management leadership
- Experience in developing and managing complex budgets and strategic planning
- AutoCAD knowledge
- Knowledge of building/site systems (architectural, electrical, mechanical, site)
- Functional programming and space planning experience
- Utility Management experience
- Ability to work effective in an inter-professional team environment
- Exceptional communication and interpersonal skills
- Outstanding attention to detail and organizational skills

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

For more information, or to apply to this position, please visit RDC's Career's @
<http://employment.rdc.ab.ca/postings/2091>