

Job Description

Position Title:	Project Manager (Level II)
Reporting To:	Director, Planning and Engineering
Key Relationships:	Internal – All VAA Staff External – Third Party Contractors, Airport Security, Vendors
Supervisory Responsibilities:	None

Role Summary:

The Project Manager reports to the Director, Planning and Engineering (Director), and is accountable to lead planning, design and implementation of assigned airport capital infrastructure projects and ensure the prudent management of capital assets throughout their life cycle. The Project Manager is relied upon to apply professional architectural or engineering expertise to ensure that assets (e.g., runways, buildings, roads, utilities, underground systems, etc.) are developed and maintained to achieve strategic objectives, fulfil scope, and schedule expectations and are carried out in compliance with Board approvals, corporate policies, regulatory requirements, and the prudent deployment of financial resources. Under the direction of the Director, the Project Manager oversees the performance of professional engineering contractors and works with a wide network of internal and external contacts. On occasion, the Project Manager may be required to lead or attend construction meetings or reviews at night, outside of core working hours. The Project Manager is a Union position that normally works a 40 hour work week.

Description of Duties:

Responsibilities of the Project Manager include but are not limited to:

- Provides professional expertise, advice and recommendations to the Director of the planning, evaluation, procurement and implementation of VAA infrastructure projects and the prudent management of capital assets throughout their life cycle.
- Leads and manages assigned projects:
 - Independently delivers projects of approximately \$5 million (+/- 15%) in yearly capital value. (2023 dollar value).
 - Assists with delivering projects over \$5 million in yearly capital value.
 - Develops project proposals:
 - Engages engineering consultants to create preliminary plans and estimate costs.
 - Prepares business cases, evaluates options and develops recommendations.
 - Prepares Request for Proposals in accordance with the departmental process.
 - Prepares and recommends project budgets, risk management strategies, contingencies, etc.

- Manages procurement processes and contributes to the negotiation of contracts for engineering services (e.g., for the design and tendering of services to implement capital projects).
- Provides professional oversight to the development and implementation of projects, including quality assurance, financial management, performance relative to benchmarks, engineering standards, regulatory requirements, and other parameters. Remedies performance deficits.
 - Prepares project budgets and forecasts, monitors the achievement of milestones, and authorizes payments.
 - Provides regular reports regarding project progress, financial status, etc.
- Ensures assigned capital projects achieve strategic goals and objectives, fulfil scope, cost and schedule expectations, and are carried out in compliance with Board approvals, corporate policies, procedures and standards, and the prudent deployment of financial resources.
- Prepares and/or contributes to reports, statistics, presentations, communications materials, training programs and other media.
- Review VAA infrastructure assets:
 - Provides records/documentation of capital projects to the VAA infrastructure records management data center to ensure the timely, accurate and secure storage of vector (drawings) and attribute (technical) data in physical files and Geographic Information Systems.
 - Provides technical reviews on VAA infrastructure and new developments, by following defined design standards.
 - Contributes to setting and updating the design standards at VAA.
- Manages relationships with key internal and external stakeholders to communicate regarding the status and implications of capital projects, collaborate on issues of mutual interest, apply influence, negotiate agreements, resolve issues, and advance VAA priorities.
 - Works in close collaboration with VAA Finance regarding all aspects of financial planning and reporting, and project risk management/insurance, etc.
- Researches, investigates and analyses issues relating to VAA's facilities, capital programs and operations.
- Acts as a proponent of safe work practices and is authorized to direct the development and implementation of solutions to unsafe work practices in construction zones.
- Participates in and contributes to stakeholder engagement and consultation processes to determine airport infrastructure asset and maintenance requirements.
- Contributes to the enhancement of a positive corporate culture within VAA, and the reputation of VAA within the community, sector, and industry.
- Maintains expertise in airport capital project and management trends, best practices, operations, and systems.
- Performs other related duties as required.

Knowledge, Skills, Abilities, and Personal Characteristics:

A professional designation such as P. Eng. (or equivalent) is required, along with a post-secondary degree in Engineering, Architecture or a Technical School graduate in a Construction related discipline. PMP certification (attained or in progress) is an asset. Strong knowledge of PM life cycle and methodologies. Knowledge of professional engineering, industry standards, best practices and security, safety, risk management and regulatory requirements related to all aspects of airport capital asset project planning, management, oversight, and performance standards.

Recent, related experience must include:

- 5+ years of experience managing projects
- Experience in design, inspection, and construction.
- Strong working knowledge of current construction cost estimating methods.
- Experience in providing contract negotiation support.

- Strong conflict management skills and expertise to persuade and negotiate effective resolutions when issues arise.
- Experience working with a variety of internal/external stakeholders.
- Strong understanding of contract law.
- An ability to identify and rectify potential safety issues.
- An ability to meet the requirements of a safety sensitive position.

Within six (6) months of hire, the Project Manager must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as well as the following licenses/certifications as a condition of employment:

- A valid Class 5 British Columbia driver's license.
- Airside Vehicle Operator Permit (AVOP).
- Radio Operator's Certificate – Aeronautical.

The Project Manager must also possess and/or demonstrate:

- Ability to meet the physical requirements of the position: this position requires walking (and climbing ladders) in construction areas inside and outside the terminal in all weather conditions.
- Ability to tolerate a noisy work environment where there may periodically be fumes from aircraft.
- Knowledge of Canadian Aviation legislation, regulations, and standards as they apply to airport infrastructure.
- Knowledge of issues, trends, and challenges related to airport infrastructure project planning, evaluation, development, and implementation.
- Knowledge of data management standards (e.g., for technical documents, vector and attribute data, etc.) and best practices.
- Financial management, procurement, and contract management knowledge.
- Exceptional oral and written English communication skills, presentation skills and attention to detail when communicating.
- Ability to communicate complex technical concepts in a manner that can be understood by the audience.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Conflict management, negotiations, and issues management skills.
- Ability to develop and maintain positive working relationships with employees and a wide network of internal/external contacts.
- A willingness to work outside normal work schedule to meet operational requirements, when required.