



## **Project Manager**

**Regular/Full-Time**

**Manitoba Finance, Accommodation Services Division, Brandon, Manitoba**

**Advertisement Number: 34672**

**Salary Range: \$73,307.00 - \$89,686.00 annually**

**Closing Date: March 26, 2019**

*The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities. Consideration will be given to women, Indigenous people, and persons with disabilities.*

*This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to women, Indigenous people and persons with disabilities. Applicants are requested to self-declare at the time of application.*

An eligibility list will be established and may be used for similar positions that become available over the next 12 months.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

The Manitoba government is seeking a highly motivated Project Manager to work with Accommodation Services Division in Brandon.

This position offers reliable and full time employment with a defined pension plan. The Manitoba government also provides an excellent benefits package which includes extended health, health spending, dental, vision, long term disability, supportive employment, sick leave, paid vacation and maternity/parental leave. Manitoba Finance provides ongoing professional and educational development for its employees.

### **Conditions of Employment:**

- Must be legally entitled to work in Canada
- Valid 5th Class Drivers Licence
- Must be able to travel throughout the province with stays overnight for extended periods as required
- Must have the ability to enter into confined spaces and work at elevated heights
- Satisfactory Criminal Record Check and Child Abuse Registry Check

### **Qualifications:**

#### **Essential:**

- A degree or diploma in a field relating to construction project management (such as architecture, engineering, facility management, project management, business administration, etc); or a combination of education and experience in a project management environment
- Experience in construction project management under different types of delivery models; from project inception to completion of warranty/deficiencies
- Experience developing Requests for Proposals and procurement documents used to identify, define and procure consultant and contractor services
- Experience overseeing and managing project financials, including controlling and administering contracts
- Leadership skills with the ability to direct project teams, which could include client representatives, internal/external professionals, senior officials, and supporting agencies
- Experience reviewing specifications, drawings, reports, studies, and analysing the results to make recommendations to senior government officials and clients, etc.
- Verbal communication skills
- Written communication skills
- Knowledge of current building codes and legislation

**Desired:**

- Experience with the Commissioning Process and procurement and management of Commissioning Authorities
- Experience managing projects required to meet Green Building targets

**Duties:**

The Project Manager is responsible for the concurrent management of multiple capital and client funded projects within the Manitoba government's portfolio of owned and leased facilities. Reporting to the District Property Manager (DPM), the Project Manager is responsible for the concurrent management of numerous projects for district and client departments, SOA's and other agencies of Government from inception through to satisfaction of the need. This is highly complex managerial work with overall responsibility requiring broad encompassing decisions, extensive planning, co-operation with inside resources and professional disciplines and other related services and the overseeing and monitoring of outside consultants and contractors. The Project Manager is required to work closely at the most senior level with industry and Government departments, boards, agencies, etc. May act as District Property Manager as required.

**APPLY TO:**

**Advertisement No. 34672**

Service Centre 3  
 Human Resource Services  
 600-155 Carlton Street  
 Winnipeg, MB, R3C 3H8  
 Phone: 204-945-8819  
 Fax: 204-948-3382  
 Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

*Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.*

*We thank all who apply and advise that only those selected for further consideration will be contacted.*

*Please be advised that job competitions may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.*