



Project Manager

Job Title: **Project Manager**

Employment Type: Term, 3 years (ending September 2024)

Reports to: Director, Airport Planning and Infrastructure

Closing Date: November 3, 2021

Salary: Band 8 (\$88,232 - \$99,631)

The Organization

Winnipeg Airports Authority (WAA) is a community-based, non-share capital corporation responsible for managing, operating, maintaining, and investing in Winnipeg Richardson International Airport. WAA's vision is to lead transportation innovation and growth. With our community, we provide excellent airport services and facilities in a fiscally prudent manner. Delivering on our core values of Respect, Integrity and Service Excellence.

As a perennial "Top Manitoba Employer", WAA prides itself as an organization that attracts engaged employees with the right skills, in the right place, and at the right time. <http://www.waa.ca>

The Opportunity

Reporting to the Director, Airport Planning and Infrastructure, the **Project Manager** will work within the Airport Planning and Infrastructure Department to provide project planning, implementation and management of civil, structural, architectural and specialized airport infrastructure projects.

- Will assess, plan and execute work to maintain, rehabilitate and construct airport infrastructure and ensure that such activities are done in a timely, cost-effective manner.
- Manage assigned airport capital projects and maintenance activities.
- Provide technical support to all WAA departments including facilities maintenance, commercial development, airport operations and to external clients and stakeholders.
- Review and coordinate applications for tenant development work and 3rd party construction on airport property from both a technical and project management perspective.
- Coordinate and obtain technical investigations, surveys and reports. Carry out or assist in carrying out studies and cost estimates for proposed projects.
- Manage the work of contractors, consultants, service providers and internal WAA staff on the performance of project work.
- Develop requests for proposals and tender solicitations for the execution of design and construction project works.
- Develop and produce technical drawings, specifications, assemble tender packages for capital projects and maintenance activities;
- Ensure compliance with regulations, laws, rules, permits, specifications and procedures set forth by governing bodies;
- Interpret reports, tenders, contracts, construction drawings and specifications;
- Communicate, schedule and organize actions with internal and external parties;
- Review, update and maintain technical documentation for airport publications.
- Manage performance of construction work inspections, site layout, and quantity measurements;
- Design of airport, civil and municipal infrastructure in AutoCAD Civil 3D;
- Work independently and within a team environment;



Requirements:

- Degree in Civil Engineering, Architecture or Diploma in Civil Engineering Technology or related technical disciplines;
- Registration as P. Eng. with Engineers Geoscientists Manitoba or designation of Certified Engineering Technologist (C.E.T) with relevant work experience;
- Strong organizational, interpersonal, and communication skills;
- Demonstrated experience in engineering design, quality control practices, project management and construction contracts (CCDC);
- Knowledge of airport specific engineering practices, construction, rules and regulations is an asset;
- Extensive knowledge of bid practices, RFP's, contracts, permits, specifications, regulations, codes and by-laws;
- Advanced computer, mathematical, technical and problem solving skills;
- Experience with AutoCAD Civil 3D drafting and municipal infrastructure design as well as surveying skills is preferred;
- Knowledge of civil infrastructure, pavement design and infrastructure systems including building architectural, electrical, mechanical, and structural systems is an asset;
- Self-motivated, self-directed and attentive to detail;
- Ability to effectively prioritize and execute tasks;
- Exceptional customer service skills; Interacts and effectively communicate with project staff, contractors, consultants, stakeholders and the public;
- Ability to understand and interpret project plans, contracts, specifications, drawings, and schedules;
- Ability to lift heavy objects such as maintenance hole covers with assistance and to periodically work in extreme hot/cold conditions for long periods of time;
- Must possess and maintain a valid Class 5 Manitoba Driver's License;
- Condition of employment is the ability to obtain an Airport Restricted Area Identification Card (RAIC) and an airside vehicle operators permit (D-AVOP) with radio telephone operator's restricted certificate (Aeronautical).

Selection Criteria:

- Minimum of 10 years direct work experience; managing civil and or building construction projects.
- Experience in the heavy construction industry;
- Experience with AutoCAD Civil 3D drafting and municipal infrastructure design is preferred;
- Strong computer skills and experience working with Microsoft Office (Word, Excel, Outlook, Project, PowerPoint), Adobe Pro and Autodesk CADD applications;
- Excellent verbal and written communication skills;
- Must have excellent communication and interpersonal skills with a willingness to work in a team setting;
- Ability to manage time effectively;
- Knowledge of Transport Canada Aerodrome Standards (TP312), Airport operations and maintenance procedures will be considered an asset.

Work with us!

- Highly competitive salary;
- Full Benefits package of Health, Dental & Vision;



- DC Pension Plan;
- Healthcare Spending Account to use on additional benefit expenses;
- Lifestyle Spending Account to use on Wellness expenses such as health and fitness;
- Employee Assistance Program;
- Supported Training & Development opportunities;
- Opportunity to work with a high functioning team of professionals working on a diversified portfolio;
- Awarded Canada's Top Employer of 2012; and
- Awarded Manitoba's Top Employers 10 consecutive years.

WAA is an employment equity employer; aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to self-declare in their application.