



**Date:** September 25, 2023

**Competition:** #22-83

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

**Position:** Manager, Capital Projects

**Division:** Facilities

**Reporting To:** Senior Manager, Facilities

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

This position is responsible for the day-to-day activities related to the planning, design, coordination, and implementation of the Institute's facilities-related capital-funded projects, including minor renovations and associated services. This position assists with medium and long-term campus planning and all aspects of capital asset management.

**Primary Responsibilities:**

- Manages the planning, design, coordination, and implementation of facilities-related capital-funded projects, including minor renovations and associated services;
- Identifies required renewal, refurbishment and upgrade of building systems, site improvements and other facilities-related assets;
- Assists with medium and long-term campus planning, including developing and implementing strategic and long-range facilities plans;
- Assists with preparing funding submissions to the ministry and other potential funders for facilities-related capital projects, including Opportunity Assessments, Concept Plans and Business Cases;
- Consults with program and academic areas requesting renovations, development of simulation space and design and installation of specialty equipment to determine feasibility and most cost-effective option to meet facilities standards and applicable codes and regulations;
- Monitors space usage and prepares recommendations to increase utilization through operational changes and renovations;

- Manages space planning and interior design for space modifications, including scheduling, quoting, bidding, field inspection, and final inspection to complete projects;
  - Assists with the development of RFPs, RFQs, EOIs and tenders. Participates in the review and evaluation of proponent responses;
- Provides direction to assigned staff, external consultants, and contractors and, when required, Facilities Division staff during assigned projects, ensuring work is performed safely and to specifications;
- Coordinates and schedules the services of outside consultants providing project design work or specialized facilities service work. Defines the scope of services, reviews fee schedules, and liaises with and reviews consultants' work;
  - Ensures that best practices and evidence-based approaches are utilized in the design and build of the Institute's facilities-related projects;
  - Manages and maintains the facility condition and facility inventory databases for the Institute and assists with completing ministry reporting requirements;
  - Assumes additional responsibilities and duties as assigned.

### **Qualifications & Requirements:**

#### **Academic:**

- Undergraduate degree in a relevant discipline; project management professional designation, or an acceptable equivalent combination of education, training, and experience.

#### **Related Experience:**

- A minimum of six (6) years of experience in facilities management, including responsibility for project management;
- Experience with all phases of the delivery of projects from concept design through construction phases and into occupancy;
- Experience working in post-secondary or other public sector environments.

#### **Other Knowledge/Training/Skills:**

- Thorough knowledge of project management methodologies, practices and processes;
- Extensive knowledge of the objectives, principles, regulations, and practices applicable to campus (or equivalent) planning and development;
- Experience with sustainable building strategies and the ability to prepare and analyze life cycle costs for building or renovation design decisions;
- Exceptional interpersonal skills, including the ability to negotiate and influence others;
- Exceptional oral and written communication skills and demonstrated ability to establish and maintain collaborative working relationships with co-workers, other staff, consultants, and contractors;
- Ability to write effectively and prepare status reports and summaries;
- Ability to analyze and solve problems and make decisions or make recommendations based on a thorough analysis of facts;
- Ability to motivate and effectively supervise others;
- Self-directed with a high degree of initiative, confidentiality, and ability to function as a team player;
- Computer literate with a high degree of proficiency with the full suite of M.S. office products;
- Valid B.C. driver's license.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Posting Date:** September 25, 2023

**Closing Date:** Open Until Filled

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-84 via email to [Mark@AdaptiveTalent.co](mailto:Mark@AdaptiveTalent.co), or click [here](#) to apply.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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