



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

Union (USW Local 1998) Job Opportunity
Office of the Bursar - Major Capital Project Management and Planning

Posting Date: May 8, 2025

Closing Date: May 22, 2025

Position Title: Assistant Project Manager

Pay Scale Group: USW Pay Band 12

Department: Office of the Bursar - Major Capital Project Management and Planning

Salary: \$77,324 with an annual step progression to a maximum of \$98,886

Type of Appointment: 12-Month Term Appointment

Normal Work Schedule: Full-time - 35 hours a week; Monday to Friday. Occasional evening and weekend work may be required.

Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas. If you require accessibility accommodation, please contact the Human Resources Department vic.hr@utoronto.ca

Position Summary:

Reporting to the Associate Director of Major Capital Project Management and Planning, the Assistant Project Manager will support the successful delivery and execution of major capital projects (new developments and complex renovations) with budgets exceeding \$5M on the Victoria University campus at the University of Toronto. The Assistant Project Manager supports the Associate Director in managing projects from inception to completion including planning, consultant selection, design and construction, permit acquisition, contractor procurement, scheduling, budgeting, and ensuring environmental health and safety compliance. Additionally, this role involves independently overseeing day-to-day project requirements such as health and safety protocols, logistics,

communications, IT needs, project expenditures, documentation, and referring to the Associate Director for exceptional circumstances.

Collaborating closely with the Associate Director and other university departments, the Assistant Project Manager ensures projects align with campus plans and meet specified requirements. They assist administratively in budget development and monitoring, making recommendations as appropriate, coordinating scope changes, risk identification, and contingency plans development to maintain project timelines and budgets. The Assistant Project Manager also facilitates communication between stakeholders and provides technical support in architectural and engineering aspects, including reviewing design drawings and ensuring compliance with relevant regulations and ethical standards.

To request a detailed copy of the job description you may contact the Human Resources team at vic.hr@utoronto.ca.

Qualifications Required:

Education:

- Undergraduate degree in engineering or architecture tracking towards professional licensure or equivalent education.
- Project Management Professional (PMP) designation is an asset.
- Leadership in Energy and Environmental Design (LEED) Certification is an asset.

Experience:

- Minimum of 4 years of relevant experience in managing projects across various sizes and complexities within the design and construction industry.
- Demonstrated experience in overseeing and coordinating medium to large-scale buildings, infrastructure, or construction projects from planning through to construction completion while adhering to strict budget and timeline constraints.
- Proficiency in reviewing design drawings prepared by licensed engineers and architects, with a comprehensive understanding of legislative and ethical frameworks governing these professions.
- Working experience with construction administration with delivery method of construction management and design-build.

- Familiarity with preparation and execution of Canadian Construction Documents Committee (CCDC).
- Knowledge of Health & Safety regulations and legislation, including OHSA and WHMIS.
- Experience in projects within the higher education sector is advantageous.
- Working knowledge of sustainable building standards.

Duties:

Project Planning and Development:

- Assist in planning and executing complex renovation and major construction projects in alignment with the Victoria University Strategic Framework and the Ten-Year Capital Plan.
- Evaluate project requirements and constraints of ongoing projects to ensure alignment with objectives, timelines, and budgets. Maintain awareness of operational limitations.
- Draft and propose comprehensive project schedules, encompassing key milestones, critical path activities, deliverables, and progress reporting for approval of the Associate Director.
- Support drafting terms of reference and procurement documents such as Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) for contractors, consultants, and sub-consultants. Ensure transparency and fairness in procurement processes. Review documents alongside the Associate Director.
- Under the guidance of the Associate Director, completes and submits required permit application forms, ensuring detailed architectural plans are prepared in compliance with all codes and regulations.
- Follow up with City of Toronto examiners and other authorities regarding the progress of application, making necessary adjustments and resubmitting additional documents as required.
- Stay informed about building codes, regulations, design standards, relevant legislation, and municipal by-laws.
- Keep abreast of engineering standards, methodologies, emerging materials, and technologies. Ensure adherence to project timelines while delivering quality work.

Procurement and Selection of Contractor Services:

- Collaborate with the Associate Director to develop tender documents based on project/work requirements. Ensures the accuracy and completeness of project and legal documents prior to release, ensuring clarity, consistency, and compliance with the University procurement policies and procedures. Coordinate with the design team to establish strategies for pricing variations.
- Support the University's procurement services in the bid process. Prepare addendums and responses to contractors' inquiries and assist in the analysis of tender submissions to provide recommendations on shortlisted proponents.
- Facilitate the award process to the successful bidder. Verify the accuracy and completeness of award paperwork in accordance with procurement policy.

Project Management and Implementation:

- Participate in overseeing the progress of project design, reviewing architectural and engineering drawings to ensure they meet project specifications and comply with codes and standards. Coordinate the activities of project consultants and contractors to maintain adherence to project specifications and requirements throughout renovation and new construction projects and evaluate consultant and contractor performance.
- Collaborate with the Associate Director, external consultants, and University departments in the development of project plans and timelines, considering budgetary and program scheduling impacts, and adjustment of project schedules as needed to expedite critical path activities and meet deadlines.
- Monitor project progress and expenditures against approved plans to ensure compliance with timelines, budget, and specifications. Notify the Associate Director of potential cost or time overruns, difficulties, or delays. Recommend resolution to issues, conflicts and project challenges to the Associate Director.
- Maintain organized project documentation, ensuring documents are current and properly stored. Prepare standard project progress/status reports.
- Coordinate project implementation meetings, produce meeting minutes, and communicate project requirements.

- Participate in project correspondence and review of construction drawings throughout the construction phase.
- Oversee day-to-day project activities during the construction phase. Facilitate required approvals and manage internal procedures related to shutdowns and access to operational spaces.
- Collaborate with the Associate Director to identify critical project items with the contractor and consultant, ensuring timely procurement.
- Facilitate project-related tasks (e.g., furniture selection, moving, IT requirements) in advance of deadlines to meet completion dates.
- Review and recommend approval of project progress payments.
- Review Request for Information (RFIs), submittals, and requests for cash allowance releases. Formulate and communicate responses to relevant parties.
- Evaluate proposed project changes and recommend approval to the Associate Director. Negotiate change orders with contractors to minimize additional costs and ensure University interests are protected.
- Conduct inspections upon project completion. Facilitate commissioning and client move-in, addressing any deficiencies to the University's satisfaction.
- Coordinate close-out documents and administrative tasks for project financial and administrative closure. Document "lessons learned" throughout the project for future reference.

Project Budgeting and Financial Control:

- Collaborate closely with the Associate Director and cost consultants in the development of budgets and establishing a formal Total Project Cost Estimate for each project.
- Forecast end-of-project costs in consultation with the Associate Director as detailed cost information becomes available.
- Review cost estimates against project budgets and recommend cost-saving measures as needed. Conduct project cost-to-completion projections and all other aspects of project budget tracking. Prepare relevant reports as required.
- Monitor all project expenditures, ensuring they remain within budgeted allocations and are appropriately charged to the project account. Recommend necessary

actions to the Associate Director if project costs are projected to exceed the approved budget.

- Receive invoices from external contractors, suppliers and consultants. Review invoices for accuracy and completeness, ensuring billed services have been completed as specified. Prepare invoices for payment and send to Associate Director for approval.

Project Communication:

- Prepare regular reports with updates on project progress and ensuring alignment with stakeholders' needs and objectives.
- Communicate pertinent project information in a timely manner throughout the project lifecycle, identifying and escalating issues as needed.
- Facilitate meetings by ensuring the presence of appropriate attendees and availability of relevant data. Produce comprehensive meeting minutes to document discussions and decisions.

Environmental Health and Safety:

- Ensure that all renovation and construction projects comply with health and safety standards and regulations. Monitor work sites regularly and provide guidance on addressing non-compliance issues.
- Ensure adherence to current health and safety standards and regulations by all project participants.
- Address safety issues promptly and follow up on all accidents, ensuring timely completion of accident or injury reports to meet reporting requirements.
- Ensure compliance with regulations regarding asbestos and hazardous materials abatement, as well as the safe disposal of hazardous materials, for all construction and renovation projects.
- Coordinate testing, management, and/or abatement of materials suspected to contain asbestos, in accordance with Ontario Regulation on designated substances and University procedures, for materials disturbed during construction or renovation.
- Stay informed about amendments to the Occupational Health & Safety Act and Regulations. Make recommendations for their implementation.

To Apply:

Internal Candidates: Apply by visiting <https://www.vicu.utoronto.ca/careers/> and click Internal Opportunities to login and submit your application.

External Candidates: Apply by visiting <https://www.vicu.utoronto.ca/careers/> and click External Opportunities to login and submit your application.

Victoria University thanks all applicants for their interest, however, only those selected for an interview will be contacted.