

The Technical Specialist, Project Management, provides project management services to support the delivery of routine to moderately complex infrastructure and environmental projects. The incumbent acts as a technical specialist for the Client-Partners and may undertake research and conducts studies and assessments.

KEY AND PERIODIC ACTIVITIES

The duties and responsibilities listed below are representative but not all-inclusive:

Primary

- Research, prepare and present documentation required for long-term projects (e.g. approvals, statements of work, projects charters, budgets, policies and procedures)
- Complete project management from initiation to closure for infrastructure and environmental projects, including new construction, recapitalization and environmental assessment and remediation
- Support Client-Partner project approval processes by facilitating decision making within Client-Partner organizations through the development of business case analysis, functional space programming and other documentation
- Coordinate stakeholder communications to ensure timely decision making
- Participate in procurement planning and prepare tender documents
- Coordinate consultant activities
- Act as the representative of the project director or project manager, within DCC delegated signing authority
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations

Other

- Prepare monthly reports (e.g. internal, Client-Partner)
- Support and/or lead business development activities
- Manage risk
- Other duties as assigned

SKILLS

General and Specific Knowledge

- Best practices, methods, trends and legislation in real property, environmental and construction services
- Client-Partner project management policies and procedures

- Treasury Board Secretariat policies and procedures
- Project and risk management principles

Formal Education and/or Certification(s) and Experience

- **Minimum:** college diploma in engineering, architecture or related field with four years' relevant experience, or the equivalent
- **Preferred:** university degree in one of the above fields and/or additional training in project management

Abilities

- Use applicable computer software and operating systems
- Apply project and risk management techniques

DEVELOPMENT AND LEADERSHIP

- Provide functional direction and advice to employees and to Client-Partners

WORKING CONDITIONS

- Typical office environment with occasional travel
- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

Check out the benefits

Working with DCC offers excellent opportunities for growth – and entitles you to one of the job market's best benefits packages. In your role as Technical Specialist, Project Management, your package is valued at 25% to 30% of your salary.

Your package will include:

- Public service pension
- 100% employer-paid annual sick leave, health and dental premiums, and life and accidental death.
- \$300 Wellness Allowance (e.g., gym membership)
- \$1,500 for mental health services on top of regular \$1,500 paramedical coverage
- Telus Virtual Health Care
- Deluxe travel benefit plans
- Comprehensive vacation and other paid leave plans

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