



Aboriginal Housing Management Association  
*Celebrating 25 Years*

## JOB POSTING – PROJECT MANAGER

External Posting / Updated: March 2024

**Please submit your application to:**  
**[jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

*This posting will remain open until the position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

### About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:  
[www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

Ha7lh skwáyel– *Squamish for "Good morning/afternoon."*

### JOB SUMMARY

Reporting to the Manager of Capital Projects the Project Manager contributes to the success of the organization by providing guidance and direct project management services for a diverse portfolio of construction, renovation, and large maintenance projects.

### Who we are looking for:

For a full listing of the Project Manager's Key Responsibilities and preferred Knowledge, Skills, and Abilities, please see the full job posting on our website at [www.ahma-bc.org](http://www.ahma-bc.org).

### Training, Education, and Experience

- Minimum 5 years' experience in managing new construction, renovations, and maintenance projects, including but not limited to project management, contract management, and budget management, and on-site construction inspections.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Applied technology diploma in architecture, engineering (civil), building technology or related field from a recognized technical college.
- Project Manager Professional designation with the Project Management Institute.
- Good knowledge of the BC Building Code and Municipal approval procedures.

*(A combination of education and experience may be taken into consideration)*

### Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – *Squamish for "We are thankful to you all."*



## **JOB DESCRIPTION - PROJECT MANAGER**

Reports to: Manager, Capital Projects

Updated: March 2024

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### **ROLE DESCRIPTION**

As a member of the Asset Strategies Team, the Project Manager contributes to the success of the organization by providing guidance and direct project management services for a diverse portfolio of construction, renovation, and large maintenance projects.

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### **KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

#### **Technical Support**

- Provide project implementation advice for the creation and upkeep of internal policies, procedures, and templates to ensure project management excellence.
- Maintains a high level of construction project management expertise, with specific capacity in the areas of: scope, budget, schedule, risk, quality and communications management
- Provide project implementation advice to the Technical Services Advisor and the capital renewal application process to ensure scope, budget and schedules, risk mitigation strategies and all other project management attributes are appropriate for the successful delivery of proposed projects.
- Assist with identifying and providing project implementation advice on creating new initiatives that create efficiencies, cost savings, improved quality in all aspects of asset management through internal support or industry partnerships that would alleviate challenges for Housing Providers.

#### **Project Delivery**

- Provides project management leadership and acts as the Owners Representative to ensure the best interests of the project and its stakeholders; Housing Providers, AHMA and the funding agency.
- Leads the creation and implementation of project communication plans with all project stakeholders inclusive of holding regular project team meetings, conducting frequent site inspections, responding to requests for information, and facilitating the resolution of issues that could hinder the achievement of project objectives.
- Accountable for delivery, spending and reporting of approved projects budgets in accordance with funding requirements and all applicable policies.



- Responsible for all procurement documentation and processes in accordance with funder requirements and AHMA procurement policies to enable project delivery.
- Ensures that all regulatory, municipal and juridical requirements are met including all appropriate permits are in place.
- Responsible for contract administration of for all project relates agreements between vendors and Housing Providers including, but not limited to, architects, engineers, consultants and contractors.
- Reviews construction specifications, schematic designs, drawings and project plans from a technical perspective to ensure they incorporate applicable design, construction and energy efficiency standards and provides value engineering where needed.
- Administers, reviews and approves progress payments, authorizing project expenditures and contract adjustments when necessary. Keeps stakeholders apprised of project status, financial impacts and issues of concern and provides recommendations and solutions to management for consideration.

### **Project Commissioning**

- Ensures the completion, quality, training and implementation of post-construction operating manuals including, but not limited to, product information, maintenance requirements, warranties.
- Provide data update to any applicable asset management systems based on results of the project and any conditions observed during the delivery of the project.
- Maintains contact with project stakeholders during warranty periods to ensure all building systems are operating optimally at project completion and coordinates commissioning.
- In collaboration with project stakeholders, complete post project analysis to influence improvements to project management services and future projects.

In addition to the key responsibilities described, all members of the Asset Management team are knowledgeable of all team members responsibilities, provide cross-over support of their duties whenever needed, and support the completion of organizational goals not defined here within.

### **EDUCATION & EXPERIENCE:**

- Minimum 5 years' experience in managing new construction, renovations, and maintenance projects, including but not limited to project management, contract management, and budget management, and on-site construction inspections.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Applied technology diploma in architecture, engineering (civil), building technology or related field from a recognized technical college.
- Project Manager Professional designation with the Project Management Institute.
- Good knowledge of the BC Building Code and Municipal approval procedures.



## **KNOWLEDGE, SKILLS & ABILITIES**

- Possession of valid BC Driver's License and reliable vehicle.
- Strong interpersonal skills and positive work ethic.
- Well developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, able to adapt effectively to challenging and emergency situations.
- Ability to create strong strategic relationships and partnerships with internal and external stakeholders.
- Excellent analytical skills with the ability to analyze situations accurately and effectively.
- Proven adaptability to differing cultural and business environments.
- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment.
- Ability to work independently and successfully meeting quotas.
- Able to travel and work periodic evenings and weekends.
- Strong computer skills in Microsoft Office, project management/construction software, and asset management software.
- Ability to travel within BC as required.