

**Director, Capital Projects**

**Prince Rupert Port Authority**

**Contact - Dave Banns, Vice President, Strategic Partnerships**

**The Headhunters Recruitment Inc.**

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**Company Description:**

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

**About The City of Prince Rupert:**

**Prince Rupert** is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert  
at: <http://www.youtube.com/watch?v=0UzYCnmOZMs>

To find out more about the city of Prince Rupert click here: <http://bit.ly/1JyoHf9>

**Role Description:**

Reporting to the V.P., Project Development and Asset Maintenance, the Director, Capital Projects is accountable for fulfilling appropriate Project Management responsibilities for assigned capital projects. As a member of the Project Development and Asset Maintenance Management Team (PDAM), the Director, Capital Projects is responsible for managing assigned Port capital construction projects in support of the

Port's strategic objectives and oversees all aspects of a project's construction lifecycle from tendering, contract drafting, and project scheduling to construction completion.

During project execution, the Director, Capital Projects is responsible for ensuring capital works projects are managed such that they are delivered within scope, budget and on schedule. Together with the Engineer of Record and Prime Contractor, the Director, Capital Projects will create and implement the project scope of work, budget and construction schedule while ensuring that the projects are delivered in accordance with the best-in-class safety practices and project specific construction environmental management plans.

The Director, Capital Projects is required to prepare and maintain project management files consisting of progress reports, photos, construction related technical reports, progress payments, required Contract reporting such as change orders, write project update reports, complete post audit project inspection memos and other reports as needed.

### **Major Position Accountabilities:**

- Creates, implements and manages all project management activities pertaining to project execution and carries clear accountability for the delivery of the project's scope of work, budget and schedule as set out in the Construction Contract.
- With approval from the VP of the department, ensures all human and financial resources are in place for project management execution.
- Monitors, with assistance from the Project Accountant, project expenses and change orders against the approved budgets. Obtains VP approval for scope, budget and schedule amendments.
- Reviews and works closely with PDAM, consultants and contractors to ensure all project documentation such as safety management plans, blasting plans, project risk mitigation plans, construction environmental management plans, site transportation plans, are in place prior to commencement of construction.
- Monitor and ensure Contractor compliance with engineering specifications, drawings and instructions.
- Ensures project risk assessments are carried out and risks are managed throughout the project.
- Coordinates project construction activities with PDAM's Chair of the Port Construction Coordination Committee, as appropriate. If appropriate, this role may be the Chair of the Construction Coordination Committee.
- Resolves construction activity and Port tenants operating conflicts as required.
- Promotes safe work practices in accordance with PRPA's and Contractor's goal of achieving a safe culture by:
  - Participating in the investigation of all incidents reported and ensuring all follow up actions are carried out.

- Participating in safety audits of construction site.
  - Attending all identified safety training.
- Ensures contractor compliance with Construction Environmental Management Plans and project mitigation as identified by Regulatory Agencies and the Port's Director, Environmental Planning and Compliance.
- Manages the substantial completion process of a project ensuring the project construction is consistent with its design specifications, and contractual obligations. Leads the final acceptance of projects including the final site inspection.
- Creates and manages a highly committed and aligned project management team and healthy working environment.
- Continues his / her professional development by keeping abreast of new project management methodologies, construction technologies, construction methodologies and technical information by personal study and participating in relevant courses, conferences and workshops.
- Performs other duties as directed by the VP.

**What the company will expect from you:**

- Project Management Designation
- University Bachelor's Degree in Civil Engineering (mechanical discipline will be considered)
- Professional Engineer (P.Eng.) registered with the Association of Professional Engineers and Geoscientists of BC (APEGBC) or with any other similar association in Canada. Be able to transfer his / her P.Eng. membership to APEGBC
- 10 years' of marine project management experience with related multi discipline project management experience in civil engineering construction and administrative processes
- Strong leadership presence and management skills
- Previous experience leading on major projects is a necessity, as you must be ready to hit the ground running and take charge to steer the project forward
- Exceptional communication skills and the ability to build strong relationships with a range of individuals, including peers, junior team members, and stakeholders
- Strong analytical skills and problem-solving abilities
- The ability to thrive in a fast-paced and dynamic environment
- Proficient in Microsoft Office suite, especially Microsoft Word, Excel and PowerPoint
- Good knowledge and experience with AutoCAD
- Able to obtain security clearance under Transport Canada's Security Clearance Program
- A valid class 5 driver's license

**In return you can expect:**

- An extremely attractive package is being offered; structured performance bonus, generous benefits, and relocation assistance
- The opportunity to play a central role in further developing Canada's leading-edge port and drive economic activity to Prince Rupert
- A professional, collaborative, and highly organized work environment
- The chance to join a reputable organization that is committed to sustainable project development and actively partnering with communities, stakeholders, and shareholders
- A balanced, outdoorsy lifestyle in a beautiful port city

If you are interested in this opportunity, send your resume to **Dave Banns** by clicking '**Apply Now**' or via [dbanns@theheadhunters.ca](mailto:dbanns@theheadhunters.ca)

**Only candidates already eligible to work in Canada will be reviewed.**

**Fit is important to us and it's important to the companies we partner with.** At The Headhunters, we understand that finding your next dream role is not just about aligning your skills with a job description. It is about knowing your personality, workstyle and career goals. Learn more about our specialized recruitment services at [www.theheadhunters.ca](http://www.theheadhunters.ca).

**Dave Banns** has over ten years of global experience and applies his recruiting expertise to deliver top-tier candidates with unique skill sets to his clients. As Vice President of the BC division, he leads our Vancouver-based team and specializes in the recruitment of engineering and operations professionals.