Job Title **Asset Integration & Capital Support Project Manager**

Job ID 20220596

Location Operations/Maintenance Centre

Full/Part Time Full-Time

Regular/Temporary Regular

Join a company that has been a part of moving Metro Vancouver for over 35 years.

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates the Expo and Millennium SkyTrain Lines from our central facilities in south Burnaby. Our services connect downtown Vancouver to the cities of Burnaby, New Westminster, Coquitlam, Port Moody and Surrey. With the future expansion of both the Expo and Millennium Lines gathering pace, infrastructure renewal and new asset acquisition projects underway, this is an exciting time to join our team of over 1,200 dedicated employees, working on one of the longest fully-automated rapid transit systems in the world.

Our work encompasses roles such as administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

When you work for SkyTrain, not only will you help move Metro Vancouver, you will also have access to comprehensive benefits including paid vacation, medical benefits, transit passes, training and more. We are a proud equal opportunity employer, committed to a diverse and inclusive workforce.

Come explore what makes us one of BC’s Top Employers!

**Responsibilities**

PRIMARY PURPOSE

Provides asset integration and project management expertise to support the development, implementation and continual improvement of BCRTC's asset integration or capital projects delivery in collaboration with the TransLink Infrastructure Management & Engineering (IME) team.

KEY ACCOUNTABILITIES

Forecasts, plans, initiates, and manages all aspects of assigned asset integration or capital projects in collaboration with the TransLink IME team, in alignment with required asset in-service operations, divisional strategy and departmental objectives.

Leads the strategic planning of the assigned projects, including defining the scope of the project in collaboration with the manager; creating business cases/justifications and work plans, determining success objectives and measurements, determining/adjusting the budget, resources, and stakeholders, setting up the project schedule and review plan.

Manages and monitors the assigned asset integration or capital projects throughout the implementation stage, including executing the project according to project plan; creating project management records and documentations; monitoring the project progress and financial status of project; identifying and planning Work Impacting Customer Service (WICS) application; overseeing the review and testing of Engineering design and drawings; overseeing investigation of safety incidents that occurred on project sites; monitoring the compliance with Prime Contractor responsibilities. Anticipates and proactively manages change throughout the project life cycle.

Presents and reports the project progress, risks, expectations, timelines, milestones and key project metrics to senior leadership team. Provides suggestions and recommendations to the senior leadership team on risk management and project delivery.

Prepares contracts, Requests for Proposals (RFP) and tender documents for projects, including terms and conditions, scope of work definition, technical requirements, project specific requirements and project schedule constraints.

Interacts with business leaders to analyze and define the business policies and processes, identify the Asset Integration strategy and requirements to support the development and implementation of capital asset management program.

Manages cross-functional project teams and stakeholders across the enterprise. Develops and maintains a respectful and productive relationship with all stakeholders. Coordinate internal resources and third parties/vendors for the flawless execution of the project.

Provides expert advice and recommendations on asset integration or capital project management standards, governance and procedures to continuously improve the enterprise project management practices.

**Qualifications**

EDUCATION AND EXPERIENCE:

The competencies for this position would be acquired through completion of University degree in Engineering and/or Business and a PMP certification or working towards the completion of a PMP certification, plus six (6) years of relevant experience in a related industry (transportation, municipal, provincial government), including exposure to and detailed knowledge of Asset Management and life cycle Project Management.

OTHER REQUIREMENTS:

Advanced knowledge of the principles, theories, concepts and practices of project management.

Advanced interpersonal skills to build and maintain relationships with multiple internal and external stakeholders.

Advanced analytical thinking and problem solving skills, to resolve critical and high impact issues.

Advanced financial acumen to allow for effective planning, management, and expenditure of operational and capital costs.

Advanced time management and organization skills to balance and coordinate effort across multiple, concurrent activities.

Advanced verbal and written communication skills.

Solid technical skills in business and project management computer applications and databases.

**Other Information**

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process.

A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

In accordance with the Canadian Railway Safety Act - Railway Medical Rules: Section 3.2, employees who work in or transfer into safety sensitive or safety critical positions are required to undergo pre-placement and periodic medical assessments that evaluate the impact, if any, of medical conditions on fitness for work.

**Work Schedule**

40 hours per week.

**Work Designation**

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.

**Rate of Pay**

Salary $97,874 - $122,341 per annum (Actual salary offered will be commensurate with education, experience and internal parity)

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

**How to Apply**

Please go to http://www.translink.ca/careers to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to http://www.translink.ca/careers.

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@bcrtc.bc.ca.