

ASSET & PROJECT MANAGER ASSISTANT

Purpose of Position

The Asset & Project Manager Assistant assists in the oversight and implementation of asset management processes and tools for GVHA's marine and upland facilities. This role will also provide project management support for capital projects undertaken by the Infrastructure team.

Position Links

Reporting to the Director, Infrastructure, the Asset & Project Manager Assistant develops and maintains relationships with:

Internal:

- Director, Operations (DO)
 - Maintenance Operations Manager
 - Maintenance Crew
 - Inner Harbour Operations Manager
 - Fisherman's Wharf Operations Manager
 - Environmental Manager
 - Facility Security Manager
- Director, Infrastructure (DI)
 - Capital Projects Manager (CPM)
 - Asset & Project Manager Assistant
- Manager, Finance
- Manager, Communications & Marketing
- IT Systems Administrator
- Other GVHA Corporate and Operations staff

External:

- Steamship Terminal tenants
- Western Stevedoring
- Customers
- Stakeholders
- Contractors/Consultants
- Municipalities/Government Ministries/City of Victoria/First Nations

Specific Accountabilities

Asset Management:

- Works with infrastructure and maintenance teams to develop and implement GVHA's asset management program
- Updates Asset Management Registry
- Updates digital CAD files for GVHA's property portfolio
- Develops a data management plan
- Inputs asset data
- Confirms condition and locations of assets in the field in coordination with other departments
- Develops preventative maintenance plans and tools in consultation with other department managers
- Provides close support in the management and oversight to update and refresh the existing asset management processes and data by helping the team meet the following objectives:
 - Identifies and closes gaps in the current policies, processes and data sources for existing assets across the GVHA Portfolio
 - Develops a maximum of five (5) key metrics that provide useful quantitative and qualitative outputs for decision making.
 - Operationalizes an asset management framework and workplan, aligned with GVHA principles and policies and approved by GVHA leadership and management.
 - Reports to the Director, Infrastructure daily or as needed on the progress of the program
- Coordinates with other departments in integrating asset management processes aligned with departmental needs
- Updates, implements and manages GVHA's Asset Management Program (AMP)
- Oversees and manages quality of data provided and entered in AMP
- Develops and manages RFQ/RFP procurement for asset management consulting
- Manages consultants or other parties retained for assisting delivery and implementation of the AMP
- Reports to Director, Infrastructure and Leadership Team on a regular basis either verbally or through written reports

Project Management:

- Prepares and manages schedule and budgets for capital projects
- Prepares and manages Bid documents
- Provides field reviews and reports on work progress
- Supports Maintenance Operations Manager (MOpsM) and CPM on all major R&M and capital projects
- Assists MOpsM and CPM in coordinating permits for all projects if required
- Assists MOpsM and CPM in ensuring physical facilities are constructed in compliance with project specifications
- Assists MOpsM and CPM and maintenance crew in ensuring all projects and activities meet the requirements of municipal by-laws, federal and provincial standards, codes, and laws and follow the requirements of WorkSafeBC and Labour Canada

- Assists MOpsM and CPM in drafting and monitoring project plans including timelines, terms of reference, deliverables, methodologies and resource requirements and delivers various reports through each project's lifecycle
- Assists MOpsM and CPM in monitoring contract performance
- Liaises with stakeholders as required to complete project elements
- Follows project management principles at all times regarding cost, quality and time
- Assists in development of project communications plans
- Participates in site visits with various contractors, GVHA staff, and clients/stakeholders as needed by MOpsM or CPM

Occupational Health & Safety:

- Assists in ensuring work performed by contractors is done safely and in accordance with regulatory requirements
- Assists in ensuring a high level of customer service and public safety by demonstrating an understanding of customer needs

Tools/Equipment

- Operates standard office equipment, e.g. computer, printer (standard and large format) scanner, photocopier
- Operates motor vehicles and has a valid driver's licence
- Communication devices

Working Conditions

- Full-time position
- Working hours are typically 8:30 a.m. to 4:30 p.m. Mondays to Fridays
- Daily site visits to job sites to monitor projects and conduct site inspections
- Some exposure to dirt, oil, noise, wet weather, and cold temperatures

Experience and Education

- Post-secondary education in a related field preferred
- Minimum of 5 to 7 years of experience and background in facilities and asset management
- Project management experience
- Proficient with AutoCAD software and drafting

Knowledge, Skills, and Abilities

- Knowledge of asset management processes
- Knowledge of project management techniques, theories and practices
- Knowledge of application and permitting processes
- Knowledge of relevant legislation and regulations including WHMIS, Canada Labour Code, WorkSafe BC

- Knowledge of BC building code relative to capital and R&M projects
- Knowledge of quality control procedures
- Strong technical and project management skills in facility condition assessment, construction, marine facilities
- Strong data collection and analysis skills using MS Excel
- Strong verbal and written communication skills
- Ability to read and understand building, marine structures and site servicing plans.
- Ability to converse with all levels of GVHA staff, external contractors and public
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives in both the public and private sectors
- Ability to act as liaison between GVHA and contractors, customers, public, and public services to convey standards expected
- Ability to develop and maintain honest and respectful relationships that help fulfill the expectations and needs of GVHA and stakeholders
- Ability to manage and deliver, concurrent projects to successful completion within time and budgetary confines
- Ability to exercise tact, judgement, discretion, confidentiality and flexibility in project delivery
- Ability to provide concise and accurate information orally and in writing, including reports, presentations and correspondence