



## Senior Project Manager, Planning Office

<b>Competition Number:</b> E10.26	<b>Probation/Trial Period:</b> 6 months	<b>Job Type:</b> Continuing
<b>Classification:</b> CMP 8	<b>Hours:</b> 35 hours per week	<b>Status:</b> Existing
<b>Department:</b> Planning Office	<b>Funding:</b> Budget	<b>Date Posted:</b> 03/09/2026
<b>Employee Group:</b> Excluded	<b>Start Date:</b> As soon as possible	<b>Closing Date:</b> 03/29/2026
<b>Position Category:</b> Full-Time, Continuing	<b>Location:</b> Winnipeg, MB	<b>Salary Range:</b> \$91,568 - \$115,996

The Planning Office is responsible for capital projects and renovations and plays a key role in planning for the future of the University of Winnipeg Campus.

The **Senior Project Manager is a full-time continuing** position within The Planning Office tasked with developing the policies and procedures for construction and renovations and overseeing physical renovations/construction to existing facilities. The successful candidate will also function as the University's Asbestos Management Officer and the lead administrator of all architectural, structural, building, and fire code reviews.

Please apply online through UWinnipeg's applicant tracking system: [Senior Project Manager, Planning Office - University of Winnipeg](#)

### Responsibilities:

- Assists in developing procedures governing renovation projects.
- Asbestos Management Officer (in consultation with Health and Safety):
  - Ensuring abatement procedures and methodologies are documented.
  - Ensuring remediation activities follow procedures and methodologies.
  - Coordinates the records of abatement.
  - Issues work permit remediation activities.
  - Ensures activities are coordinated with internal departments as required.
  - Maintains an accurate list of the asset retirement obligations (ARO) inventory.
- Lead administrator for architectural and structural modifications.
- Participates in the hiring of project management staff, manages and assigns tasks to staff as required.
- Maintains records and directs staff in records management.
- Assists in development and maintenance of standards and practices related to infrastructure and construction projects to ensure consistency and compliance.
- Ensures standards and policies are understood and followed by external contractors.
  - Point of contact for City authority for renovation/construction projects.
  - Manages and maintains fire evacuation plans for major construction projects and existing buildings on campus.
- Advises the Director, Planning Office on building and fire code issues and on technical building/construction matters.
- Develops budget proposals and assists in setting priorities for future projects
- Coordinates the selection of pre-qualified contractors.
- Coordinates with Facilities Management the development and management of university drawing records.
- Manages the development, planning, scheduling and budget of renovation/construction projects.
  - Develop and maintain accurate up-to-date project files.
  - Manage external professional consultants.
  - Point of contact for professional consultants, liaise between consultants and clients.
  - University Project Manager for large scale projects involving external project management services.
  - Manage project budget.
  - Develop overview of the project.
  - Manage or oversee the development of detailed "scopes of work".
  - Manage drawing documentation.
  - Manage or oversee project administration after purchasing for projects.
  - Manages internal project management staff and supports their work on University projects.
  - Responsible for Tendering, Invitation to Bid and Award of projects in coordination with Purchasing.
  - Hires general and sub-contractors for small contracts.
  - Organizes and participates in inspections of hired contractors.
  - Informs all contractors of University rules, locations of asbestos and general conditions.
  - Performs or manages close-out procedures.
- Reviews consultant and contractor issued documentation.

- Reviews and consults with professional consultants, sub trade shop drawings, prior to approval and fabrication and/or installation.
- Creates and reviews project documentation.
- Oversees the tendering process related to projects.
- Ensure purchase orders are prepared and approved.
- Determines and documents technical specifications for standard products to meet or exceed University requirements.
- Supervises renovation/construction projects on behalf of the University.
- Reviews invoices of related projects prior to approval.
- Conducts routine inspections of job sites.
- Compiles, administers, enforces, and reviews inspection reports, deficiency reports, proposed change notices, change orders and other project related documentation, for final approval by the Director, Planning Office.
- Manages and oversees related warranty work orders.
- Receives, reviews, and distributes project commissioning documentation.
- Manages or oversees organization project progress meetings.
- Acts as adviser prior, during and post renovation/construction projects.
- Catalogues and maintains Project Log documentation.
- Maintains complete project records including copies of statements of work, invoices, purchase orders, change requests, etc.
- Prepares and develops renovation project standards and procedures.
- Maintains a registrar of cost estimates to facilitate future cost estimating.
- Participates in the development of proposals for grants and potential projects.
- Provides preliminary estimates of budgets for proposed renovations.
- Participates in staff performance reviews as required.

**Qualifications:**

- Undergraduate or graduate degree in Architecture, Engineering or Construction Management preferred.
- A diploma in a field related to (building) architecture, construction management, or engineering, with appropriate professional certifications and significant experience may be considered.
- Professional licensure from a provincial body would be considered an asset (MAA, P. Eng., for example).
- Formal training and demonstrated experience in Construction Project Management (PMBOK) required; Masters in Project Management would be an asset.
- WHMIS certification.
- Eligible for membership in the Manitoba Building Envelope Council (MBEC); Architectural Building Technologies Association of Manitoba (ABTAM); Project Management Association of Canada; Certified Technicians and Technologists Association of Manitoba (CTTAM) and/or Construction Specifications Canada (CSC), existing membership would be considered an asset.
- Credentials from a sustainable building program (LEED, for example) would be considered an asset.
- Minimum 7 years of equivalent experience including building design, drafting, construction/renovation management, maintenance and project management in a commercial and/or institutional environment (i.e. where it pertains to Part 3 of the National Building Code).
- Experience in a campus setting would be considered an asset.
- Minimum 5 years of experience in commercial and/or institutional construction/renovation inspections.
- Must have demonstrated experience in managing internal staff, external consultants, contractors and vendors and administrative skills.
- Working knowledge of the current release of AutoCAD is required.
- Working knowledge of Revit or similar BIM software would be considered an asset.
- Must have demonstrated effective oral and written communication skills.
- Must have proven leadership and facilitative skills and ability to work well with a variety of clients, contractors and internal staff.
- Must have demonstrated construction document/analysis/interpretation, construction documentation creation and interpretation skills.
- Must have demonstrated construction specification writing skills and experience.
- CSC Registered Specifications Writer (RSW) or Certified Specification Practitioner (CSP) certification would be considered a significant asset.
- Must have demonstrated knowledge of building and fire codes.
- Must have proven understanding of hazardous materials inspections regarding asbestos.
- Must have demonstrated knowledge of architectural, structural, mechanical, electrical, and specialty product design and construction techniques and all relevant codes.
- Must have proven understanding of safety documentation interpretations skills (WHMIS, first aid, Hazardous Material Awareness, etc.).
- Must have strong analytical skills.
- Must have proven ability to establish and maintain accurate project documentation, records, etc.
- Must have demonstrated ability to work in a committee either as the chair or a member. Either by leading or in an advisory capacity.
- Must be customer oriented.

**An equivalent combination of education, experience, skills, knowledge and abilities may be considered.**

**Condition(s) of Employment:**

- Must be legally entitled to work in Canada.

**The salary range for this position will be from \$91,568 to \$115,996 annually.**

**Note:** The work described in this posting will be conducted in-person.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

The University of Winnipeg is committed to ensuring employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact [human\\_resources@uwinnipeg.ca](mailto:human_resources@uwinnipeg.ca).

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