



**Manager Building
Infrastructure Group**
Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005262
Position/Classification Title:	Manager Building Infrastructure Group
Pay Grade:	EC 13
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	4/25/2024

JOB INFORMATION

Job/Working Title:	Manager Building Infrastructure Group
Department:	Public Works
Division/Section:	Building Project Services / Engineering, Design & Construction
Reports To (Position Title):	Director Facilities Management - 90000391
Exclusion Status:	Excluded

OVERALL PURPOSE

The Manager, Building Infrastructure is responsible for a large portfolio of greater than \$1,000,000 new construction, renovation, and addition projects, from planning through to design, construction and commissioning and use for its Provincial Department Clients. The Manager leads a multi-discipline group of project managers, design leads, technical and support staff from within the department, as well as resourcing external consultants, as required. Projects undertaken by the Manager, Building Infrastructure range in approximate value from \$1,000,000.00 to \$500,000,000.00 and include complex projects such as hospitals, schools, correctional facilities, courthouses and highway maintenance facilities.

KEY RESPONSIBILITIES

Ensures the effective management of human and financial resources by setting and evaluating staff performance targets, promoting diversity and a safe, healthy workplace, demonstrating leadership competencies, respecting corporate human resources practices, promoting teamwork and individual development, maintaining internal communications, and managing expenditures while adhering to government procurement guidelines.
Manages the delivery of a program portfolio, while taking professional responsibility for delivery of critical projects. This includes:
Develop relationships with client department representatives for those projects within the project portfolio to meet their short and long term needs for building infrastructure project delivery.
Developing and maintaining the vision and goals for projects and ensuring they are in line with the department's broader vision and goals.
Develop innovative solutions to resolve project challenges through integrating and analyzing complex and diverse information sources.
Deliver expert research, analysis, consultation, and advice on project design, construction, and delivery issues with the goal of continuous improvement to project management delivery.
Initiates, formulates, and implements, innovative building design and project management practices, in line with provincial government policy. The manager is in a unique position of providing support to project staff and reporting to management and senior leaders on project status. This perspective allows the manager to maintain the high standards of project delivery and to develop and promote processes ensuring that quality, budget, and schedule are all priorities. The Manager will report regularly to senior leaders on changes to budget and schedule.
Develops and maintains formal partnerships and collaborative relationships with colleagues and key stakeholders internal to government and across the public and private sectors, capturing business and program portfolio interests. This includes collaboration with private sector consultants and contractors as appropriate to meet the program requirements and broader government needs.
Collaborates closely with other building infrastructure managers to ensure effective and consistent project delivery practices are implemented and followed.

Responsible to work collectively with other Building Infrastructure Managers in establishing, reviewing, editing, and maintaining contract and contract change documents, procedures, and policies. Provide coordination with other government departments, industry, and professional associations to ensure currency and compliance with best practices and effective communication is maintained with other government departments, industry, and professional associations. This includes ensuring compliance with provincial procurement policies, industry agreements and addressing the specific procurement/contractual requirements of the program portfolio.

Support the maintenance and management of the Building Design Standing Offer for Architectural and Engineering Consulting Services. This involves collaboration with Industry Associations, other government departments and groups and Procurement Services.

Provides input into the development with the continuous review, revision and improvement of office and government compliance policies, procedures, standards, and design guidelines for building infrastructure. Contributes to the development and delivery of strategic planning systems with guidance from senior colleagues. Participates in developing policies and procedures and monitoring their implementation within the department. This includes responsibility to ensure the Provincial Design Standards (DC 350) is relevant and updated as required.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	<p>Internal Contacts: Frequent communication with senior management, supervisory and technical staff, and other government stakeholders. Contact with other government, authorities having jurisdiction, provincial and national government departments, and groups, to support building infrastructure industry contracts, policy, standards, regulatory reviews.</p> <p>External Contacts: Professional relationships are developed, and key contacts are established and maintained with contractors, consultants and various industry representatives, standards providers, and professional associations. The Manager works closely with Industry associations on matters relating to design, construction, and procurement. The Manager, with the Director and Executive Director meets regularly with the Nova Scotia Association of Architects (NSAA), Consulting Engineers of Nova Scotia (CENS) and Engineers Nova Scotia on matters pertaining to the design industry, particularly procurement and key performance indicators (KPI's) for industry. This affiliation is a key component to stakeholder consultation and minimizes complaints to Government on common matters.</p>
Innovation:	<p>Creates a positive team culture, ensuring that the team is focused, motivated, and inspired to achieve project objectives.</p> <p>Encourages collaboration and promotes individual perspectives and concerns. Encourages staff teaming together to solve problems by using opportunities presented through change and allowing innovation from new ways of working.</p> <p>Finds innovative ways of addressing government strategy and mandates and innovative ways of working within limited resources to achieve results.</p> <p>Contribute to long term strategy and strategic direction through the benefits of good staff engagement and long-term planning.</p> <p>Responds to differences and changes in the internal or external context, taking a flexible approach to reach government outcomes.</p>
	<p>Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative and creative insights. May use models and theories to help understand a situation.</p> <p>Focuses on assessing, measuring, and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement.</p> <p>It is encouraged that the Manager contribute to the available network of related Building Industry groups such as third-party standards groups, professional associations and building industry associations. Whether the contribution is through voluntary roles, or official DPW representation roles, all allow for insight</p>

	<p>and innovation into codes and standards that directly relate to Building Infrastructure delivery.</p>
Decision Making:	<p>Acts with expertise using clear, effective verbal and written communications skills to express ideas, request actions and formulate plans or policies relative to execution of the projects.</p> <p>The Manager will evaluate and decide on key aspects of the work such as: project delivery methods, design and construction solutions, and routes to achieving program, budget, and schedule goals.</p> <p>Uses expertise to act as departmental authority on planning, organizing, prioritizing, and overseeing project related activities to efficiently deliver the projects and overall department project deliverables. For example, The Manager considers resources and works closely with other management to determine staff assignments for projects being delivered.</p> <p>Use expertise to develop, monitor, interpret and understand policies, procedures and contract documents relating to building infrastructure, and make sure they match departmental strategies and objectives. For example, the Manager may work with Procurement to develop, edit, and maintain commonly used contract documents.</p> <p>Use expertise to act as the authority on interpreting and applying laws (acts), standards, codes, regulations, and policies applicable to building infrastructure projects. For example, provide review and approval for all contract, invoice, and contract change documents being processed.</p>
Impact of Results:	<p>Buildings such as new schools, court facilities and hospitals are being built to high quality standards while maintaining fiscally responsible. Life cycle costs, sustainable building materials, energy efficiency and long-term maintenance are all considered when designing new buildings. For example, this ensures that staff and students in new schools have a safe and healthy learning environment and that our hospitals are constructed with proper safeguards around infection control ensuring patient and staff safety.</p> <p>There is a positive impact on the economy from the design and construction industry.</p> <p>Provincial government projects promote the fair and equitable treatment of the consult and contractor teams through the Policy: Procurement Process: Architects & Professional Engineering Services, and the CCGs: Construction Contract Guidelines, promoting a healthy design and construction industry.</p> <p>Renovations to existing buildings can create improved accessibility, improved air quality, and better and more comfortable work environments for staff and visitors alike.</p>

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
	Job Titles and number of incumbents reporting to this job (10-14 staff):	
Additional Information (if required):	Project Managers Senior Architects Support Staff	

LICENSES/CERTIFICATIONS

Data From Conversion:	<ul style="list-style-type: none"> - Must be a Professional Engineer or Professional Architect eligible to be registered/licensed to practice in Nova Scotia. Must maintain professional registration/license during term as Manager. - Must have experience managing people. - Must be knowledgeable in the field of building infrastructure design and construction.
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WORKING CONDITIONS

Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

Examples/ Additional Information:	
	<p>A - Physical Effort Minimal – Most of the time is spent sitting in a comfortable position with opportunity to move about; however, a higher level of mobility and physical effort may be required when reviewing projects on-site that are under various stages of construction.</p> <p>B - Physical Environment Office work (desk) Vehicle driving (during road trips to sites) Occasional site visits to construction sites requiring hard hats, boots, safety glasses and vests and on-site safety orientation. Meetings at various locations</p>
Data From Conversion:	<p>C - Sensory Attention The job mainly entails reading, reviewing, observing, and listening, however, infrequently, this position involves occasional visits to Construction sites which often have poor lighting conditions and a high degree of ambient noise. The job requires that the incumbent regularly focus on a computer monitor.</p> <p>D - Mental Pressures This position involves ensuring that projects within program portfolio annually are completed on time and on budget which can lead to considerable pressure. Significant problem-solving skills are essential. The job is under frequent pressure for deadlines, including budget forecasting for provincial spending, business plan development, and drafting correspondence for Minister's signature. The Manager must understand project limitations and managing expectations and deliverables for client departments. The Manager may provide occasional media interviews and presentations to external entities.</p>