



Hospice Whitby
ROGER ANDERSON HOUSE

Project Manager: Hospice Whitby-Roger Anderson House

(Contract Position: 1-3 days per week for 15-18 months with potential extension to complete the project)

Deadline for submissions: Tuesday, August 6, 2024 at 2:00 p.m.

The Project Manager will be responsible for supporting the construction of a new hospice residence in Whitby; Hospice Whitby-Roger Anderson House. Hospice Whitby will provide a coordinated system of care for palliative care patients and their caregivers and is expected to be operational by February 2026. The Project Manager will be accountable to the Board Designate of the VON Durham Region Community Corporation Board of Directors.

Primary Duties and Responsibilities

1. Facility Design & Planning

- Ensure MoHLTC, OHR and HPCO guidelines and standards are successfully implemented in the construction stages of the capital project
- Collaborate with stakeholders to ensure full understanding of the project
- Obtain sign-offs of FF&E and other project scope details
- Coordinate work of specialty consultants and architect during construction
- Review all related Certificate of Payments, invoices and recommend payment to VON CC Board
- Attend Owner/Architect/Contractor bi-weekly construction meetings as required
- Assist in facilitating the capital project schedule
- Liaise with local authorities for submissions and approvals of site plan applications and all required permits

2. Administration of MoHLTC Capital Funding Program

- Plan, direct and manage formal submission for MoHLTC/OHR for Construction Approval and Occupancy
- Ensure compliance with MoHLTC capital funding requirements
- Liaise with designated MoHLTC and OHR contacts as required
- Assist with the development of FEC submission to the MoHLTC

3. Budget Management

- Understand obligations of architects, contractors, engineers and other consultants engaged in the project
- Review and approve invoices to ensure they are consistent with budget and plans

- Maintain complete records of costs and variations from budget

4. Oversight of Construction Activity

- Meet with architect and General Contractor to resolve any issues and ensure project remains on schedule and on budget
- Conduct regular site visits to monitor progress
- Meet regularly with VON Durham Region CC Board Designate to report progress and seek approval on any significant decisions
- Coordinate all aspects of project construction through to the receipt of close out documentation
- Receive and respond to any/all concerns brought forward by neighbours and community relating to the construction status

5. Furniture/Equipment, Security Systems, Interior Design

- Determine and develop a master list of furniture and equipment needs along with associated budget requirements
- Solicit quotations from product vendors and negotiate best pricing
- Work closely with fundraising staff to identify items that may be available for donation
- Prepare models of room layouts showing desired placement of furniture and equipment
- Initiate procurement of furniture and equipment and organize delivery in conjunction with project schedule
- Determine requirements for security, emergency response and telecommunications systems as part of design of building, (Included in building design, typically electrical company through the architect will design based on the needs identified by the user group)
- Organize and conduct meetings of the Interior Design Committee to determine scope of work required
- Establish and gain approval of budget
- Work with Interior Design Committee to select colour, paint, textiles, window coverings and décor (included in the contract with the architect)
- Ensure constant communication between Committee, architect and General Contractor to ensure intended design is achieved.

8. Other Duties

- Landscaping
- Plans for garbage removals-Municipality and Region for pick-ups
- Ensure authorities having jurisdiction are involved for consultation and approval as required including:
 - Public Health (kitchen and refreshment area design)
 - Fire Department (design, fire plans, emergency plans)

Minimum Requirements

- proven experience in overseeing a construction project from inception to completion in Ontario with a value of at least \$10 million in the role of Construction Manager or Lead Project Manager of a General Contractor AND
- proven experience tracking and managing invoicing and validation of same as part of a construction project with a value of at least \$10 million in the Province of Ontario.
- recent (5+ years) experience in Ontario Government funded construction projects
- experience from other Canadian jurisdictions will be considered if experience materiality exceeds the above minimum requirements.
- professionally recognized Project Management Designation would be an asset
- professional designation in Architecture or Engineering would be an asset
- previous management in the healthcare industry would be an asset
- experience working with not-for-profit boards in the capacity of advisor or senior level employee is preferred

Other Requirements

- strong leadership, interpersonal and collaboration skills in order to work with all parties involved in this project
- strong critical thinking skills including attention to detail
- strong communication skills-verbal and written
- proven ability to prioritize and manage tasks, and manage time efficiently
- proficiency in Excel, Word, PowerPoint
- valid Ontario driver's licence and insurance, with own vehicle
- Criminal Reference Check is required

To Apply:

Please forward cover letter and resume to eva.reti@hospicewhitby.ca