



Project Office Lead / Senior Engineer

Professional/Non Union

Regular Full-Time (37.5 hours weekly)

Salary Range: \$112,534-137,514 (Non-union/Professional Band H)

Overview

StFX University has undertaken a significant campus renewal during the past decade. Recently completing more than a dozen projects which were valued from \$10 million to \$65 million. In addition, there are many smaller, complex projects to support the University teaching, learning, and recreation built environment. The University has a requirement for a Senior Engineer/Project Manager. The position will provide coordination of project execution and control for the built environment, within scope, budget, and time schedules from initial start-up through project closeout. They will coordinate efforts of assigned team to ensure completeness and accuracy of design effort. Incumbent must have the technical expertise to manage multiple development and production programs simultaneously. Full benefits including pension plan.

Key Responsibilities

- Responsible for the delivery of project discipline scope elements within budget and schedule;
- Provide guidance, direction, and mentorship to other project engineers within the Project Office team
- Communicate project scope, design, and deliverable requirements to all internal groups;
- Identify potential risks and develop mitigation strategies to ensure project success.
- Oversee completeness and accuracy of project team's work. Guides team to overall project objectives;
- Create status reports for all projects managed;
- Review and understand project budgets;
- Communicate and follow up with clients about specific projects and their goals;
- Track material orders and deliveries with the University's vendors and buyers;
- Develop accurate and detailed project plans for a variety of projects;
- Prepare written estimates / change order proposal for clients based on labor, materials, equipment and other expenses;
- Nurture client relationships;
- Provides additional support to internal groups as needed

Qualifications

- Bachelor's degree in Engineering or similar technical degree
- 7-10 years experience in design and construction of which at least 3 years are in a project management role managing multiple projects simultaneously
- A strong commitment to customer relations and institutional objectives, Effective troubleshooting, leadership and organizational skills, Ability to understand and work with budgets and objectives
- Ability to demonstrate innovation and good judgment/problem solving skills, Ability to interpret architectural, engineering & shop drawings, Strong analytical and project management skills, Strong written and verbal communication skills
- Excellent computer skills with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Microsoft Projects and a working knowledge of databases.

Application Instructions

Applications will be received **until 5 pm AST on May 15, 2024**. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.