



Manager, Projects & Graphics

Looking for a career with a dynamic organization that is committed to protecting wildlife? We are interested in dedicated individuals who are positive, enthusiastic and passionate about wildlife conservation and protecting our planet.

Our Toronto Zoo is a mission-based, not-for-profit organization whose mission is connecting people, animals and conservation science to fight extinction.

Our Toronto Zoo serves more than 1.2 million guests each year on over 500 acres and the foundation of all of our work is based on four cares:

- We care about our animals
- We care about our team
- We care about our guests
- We care about our community

We strive to have this caring culture grounded in the principles of equity, diversity and inclusion. We commit to collaborating with our teams, guests and community to reflect and celebrate the rich diversity of Toronto and Canada.

As a world class accredited zoo and part of the global conservation community we work with the World Association of Zoos and Aquariums and the International Union for the Conservation of Nature and collaborate with governmental agencies, conservation and science non-governmental organizations and corporate and academic partners to share our knowledge and learn from each other to enhance our collective impact.

We are currently embarking on our new master plan and creation of a Community Conservation Campus. As one of the GTA's Top Employers for 2021, we are seeking an experienced Project Manager with strong leadership skills to join our growing project management team.

Basic Function: Reporting to the Senior Project Manager, this position has full lifecycle project management responsibilities for Capital and Operating projects and strategic initiatives, from scoping and planning through to execution, monitoring and closing. The Project Manager works on a variety of projects simultaneously, which spans across business units at the Zoo, participates in PM branch planning, supports the work of the Senior Project Manager in implementing the Zoo's strategic and master plans. This position is also responsible for managing the Graphics team.

Responsibilities

Prepares detailed requirements, cost estimates, specifications, drawings/sketches for planned projects for budget and implementation purposes.

Identify project risks to mitigate impact on overall schedules and budgets.

Provides project management leadership and expertise to various projects across the organization that supports the successful execution of our Strategic/Master plans.

Builds and maintains professional partnerships with internal partners/stakeholders and support teams that are characterized by shared responsibility and success, open communication and transparency

Inspects and oversees the work in progress by contractors on all assigned projects, ensuring that all work is carried out according to approved specifications, Toronto Zoo quality standards and government regulations.

Undertakes or assists with contractor site briefings and inspections during the tendering phase. Evaluates tender submissions and makes recommendations for award.

Develops consultant requirements and Requests for Proposals, undertakes briefings and site inspections during the proposal stage and evaluates proposals and recommends the selection of consultants for assigned projects.

Ensures projects are managed within assigned budgets undertaking all necessary cost control at all phases of the project including at the development of requirements, during design/specification/drawing preparation and during construction. Maintains detailed account records for each project assigned including costs associated with consulting, inspection/testing, construction, change orders, and permits.

Ensures projects are managed within assigned timelines undertaking all necessary scheduling control during all phases of the project. Develops, updates and maintains detailed schedules using Microsoft Project software (or equivalent).

Performs record keeping tasks by ensuring the timely and efficient preparation, processing and maintenance of all reports, drawings, tender documentation, designs and records associated with assigned projects.

Works with consultants, (including architects and engineers), contractors, government agencies and Zoo staff with respect to projects.

Requisitions services and material where necessary for projects.

Reviews architectural and engineering drawings and specifications for completeness and accuracy and provides comments and recommendations in accordance with Toronto Zoo standards.

Supervision of staff assigned to the branch.

Attends meetings at all phases of project development and implementation ensuring accurate minute and record keeping.

Ensures post construction documentation is received and is complete including as-built drawings, maintenance manuals and warranty information.

Follows-up prior to expiration of warranty periods to ensure completion of all warranty deficiencies.

Participates in the review of the annual Operating Budget and five-year Capital Program, assisting with the setting of project priorities, preparing preliminary cost estimates and providing project justifications.

Responsible for ensuring compliance with WHMIS legislation, the Occupational Health and Safety Act and the Toronto Zoo Safety Policy, ensuring all employees work in a safe manner, with the appropriate protective equipment, and that all accidents and hazards within areas of responsibility are promptly investigated and corrective action taken.

Assists guests on-site as required ensuring excellent customer service.

Performs other related duties as requested by the Senior Project Manager or Director.

Qualifications

Must possess a post secondary diploma/degree in a construction related discipline (architecture/engineering) from a recognized institution or equivalent amount of training and experience.

Project Management Certification (PMI preferred).

Must have a minimum five (5) years practical experience in Project Management.

Must have a minimum five (5) years practical experience in construction management.

Must have demonstrated three (3) years' experience managing staff, preferably in a unionized environment.

Experience with PMO is desirable.

Graphic Design and installation experience is an asset.

Must possess strong leadership, coaching, conflict management, collaboration and negotiation skills.

Must be experienced in reading and interpreting architectural, structural, mechanical, electrical, civil, and landscape drawings.

Must possess sound knowledge of project management, office procedures, construction methods and planning and related procedures.

Must possess thorough knowledge of scheduling and contractor relations.

Must have a proven ability to supervise construction and perform contract administration duties.

Strong documentations and communication / influence skills at various organizational levels in the business and with external clients.

Strong interpersonal skills to evoke commitment from stakeholders and teams, and to deliver clear and concise information,

Plans, strategically and effectively, to simultaneously and effectively coordinate and manage a variety of tasks.

Ability to react and adjust quickly to changing conditions and come up with practical solutions/ideas.

Must be knowledgeable in the use of computerized programs and systems, including MS Word, Excel and E-mail, etc.

Must have a working knowledge of the WHMIS Legislation, Ontario Occupational Health and Safety Act, Ontario Building Code, Ontario Fire Code, Construction Act and Ontario Regulations Regarding

Construction Projects as they apply to repairs, renovations, and new construction, facilities, site services and landscape.

An attitude and commitment to being an active participant of our employee-owned culture is a must.

Must be willing to work weekends and holidays.

CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.

If interested in this position, please submit your resume and cover letter no later than Sunday, October 24th, 2021:

Email: hr@torontozoo.ca

* Please state "Application for Manager, Projects & Graphics" in the subject line of your application.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.

The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S persons, and women.

Please be advised the Toronto Zoo requires mandatory COVID-19 vaccinations for employees.