



# Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

The GSF organization is currently recruiting for an innovative and business-centric **Director of Maintenance and Project Management** for our executive team.

This exciting new position is responsible for GSF's facilities and maintenance, as well as the strategic financial and business planning of this division and its projects. This individual will collaborate with the Chief Administrative Officer and executive management to develop and execute short-term and long-term projects. Must be an experienced project manager who can plan and oversee various housing construction projects to completion. The successful incumbent will be responsible for, but not limited to, managing safety, quality, risks, schedules, budget, communications, stakeholder expectations, accurate financial reporting, supervising subcontractors' work, and vendor relationship management.

## Major Responsibilities:

- Lead and supervise facility maintenance administration, report and manage internal controls and budgets, and handle other facilities, maintenance, and project matters.
- Review and select RFP, tenders/bids, evaluate/score proposals and prequalification of subcontractors/vendors
- Plan and prepare the scope of work for all project budgets, timelines, milestones, and deliverables
- Manage internal and/or external contractors or trades, including trade contractor site meetings, RFPs, invoices, and control document process
- Review project drawings, documents, and specifications
- Manage consultants and the trade contractor deliverables for project closeout
- Collaborate with the senior management team to develop budgets for facilities, maintenance, and projects
- Asset management aspects of the organization
- Report regularly to senior, executive, and board levels on the organization's project status, with the ability to meet its strategic and facility, maintenance, capital and asset objectives metrics
- Develop policies and procedures for facilities and maintenance, budgeting, forecasting, and project tracking.

## Experience and Qualifications:

- Post-secondary university degree or diploma in building project management, construction, architecture, engineering, interior design, or a related field with professional industry credentials such as PMP, P.Eng., ASET, or other similar professional designation is a requirement
- 5+ years of working experience in project management with a clear understanding of design and construction practices and methodology, sizeable complex project delivery and partnerships.
- Must be a technically strong person who knows various construction methodologies and project management models, as well as relevant codes, contract law, and legislation.
- Demonstrate strong leadership qualities with a successful track record of engaging internal and external stakeholders.
- Experience leading the preparation of bids, RFP/Q's/I's, tenders and tender awards, and cost estimation
- Previous exposure to capital and project budget planning for public works projects is an asset
- Strong working knowledge of industry regulations and legislative guidelines, especially regulations related to senior housing
- Ability to make decisions and manage multiple priorities and deadlines
- Excellent computer skills with a working knowledge of Microsoft Office and SharePoint
- Detail-oriented, accurate, precise, and proactive
- Flexible and effectively manage multiple competing priorities and deadlines.
- Superior leadership qualities in a unionized environment with excellent verbal and written communication skills
- Must have a valid Driver's License and a reliable mode of transportation travel to project sites around the **Grande Prairie region**

## Perquisites:

Grande Spirit Foundation provides amazing incentives such as Competitive compensation with Exceptional Health & Dental Benefits along with Life Insurance and an RRSP matching option, great vacation and Work/Life balance incentive, support towards Professional Development, and the ability to work in a Progressive and Innovative organization.

**If this is the career for you, please apply with a cover letter at**  
[Resumes@grandespirit.org](mailto:Resumes@grandespirit.org)