

Hamilton International Airport Limited Job Posting

Senior Manager, Capital Planning and Projects

Position Summary:

Reporting to the Director, Operations, this newly created position will take on the following accountabilities:

- Create and maintain the Airport's long-term Capital Plan, taking into consideration the economic, geographic and political environment and the Airport's current strategic plan in alignment with traffic forecasts.
- Conduct research, coordinate and communicate the Capital Plan with key stakeholders and ensure that broad consultation does not negatively impact the timely completion of the Capital Plan.
- Implement and execute a strategy for the safe and efficient maintenance of existing Airport infrastructure.
- Create and manage an RFP process for capital investment and maintenance activities in keeping with the Airport's business standards and Corporate Values.
- Manage all project construction-related activities on behalf of the Airport and the broader network.

Qualifications: Candidates must have:

- Engineering degree (B. Sc. Applied) and/or extensive facilities management background
- PMP designation is required
- Eight to ten years of successful experience in large scale (multi-million dollar) Capital Project Management
- Ability to interact professionally with staff, clients, strategic partners and possess effective communication skills both oral and written in English
- Capacity to maintain organization and see tasks/projects through to completion including multi-tasking
- Working knowledge of Microsoft Office, AutoCAD, and Project Management software
- Current knowledge of Health and Safety Legislation, Construction/Building Codes and Canada Labour code Part II
- Requirement to obtain and maintain Airport Security Clearance.

Key Areas of Responsibility:

Capital Project Management:

Lead and manage the planning and execution of a variety of Airport capital projects. Specific responsibilities include:

- Act as lead Project Manager for Airport initiatives and activities
- Prepare and manage the processes for RFPs and contracts with consultants and contractors
- Monitor and manage project budgets and schedules - ensure quality control and assurance and risk management programs are in place as appropriate
- Oversee execution of the annual capital expenditure plan, includes coordination with project teams and consultants
- Ensure close-out is complete, including accurate project records

Facilities Management

- Support the development of and implements the organization's strategy for the safe and efficient maintenance of Airport facilities and technology
 - Strategic planning to ensure the optimum operating life of Airport facilities and technology in a safe and efficient manner
 - Maintenance of all Airport infrastructure
 - Asset management and reporting
- Provide design phase input to Operations team
- Develop tenders for outsourced services; negotiate and contract with approved vendors
- Identify and report on facility and technology risks, and develops risk mitigation plans

We look forward to hearing from you and welcome you to apply by submitting your application to HR@flyhamilton.ca. We thank you for your interest, but only candidates selected for an interview will be contacted.

Posting will close December 15, 2017