



Project Manager – RAD Renovations Program

Full-Time (30 – 37.5 Hours) Flexible work schedule

Accessible Housing opens doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. By providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Program Overview:

Residential Accessible Design (RAD) Renovations helps make homes more accessible. The RAD team manages home accessibility renovations from start to finish – including help applying for funding through RAMP (Government of Alberta) and other sources, modification layout, sourcing skilled and experienced contractors for the job and managing the construction process.

Job Overview:

The Project Manager is responsible for achieving the deliverables of the individual projects within the program, ensuring that projects are managed appropriately from conception to completion. This role is responsible for the budgeting, organizing, implementation, and scheduling of projects while ensuring the renovation is appropriate for the clientele. This role requires attention to multiple areas of foci, including; assessments, reviewing projects and drawings in-depth, scheduling deliverables, cost estimates and providing onsite and offsite general contracting. This opportunity will involve work with an integrated project team that, alongside Accessible Housing, will help open doors for Calgarians living with limited mobility.

Responsibilities:

Principles and Values:

- Promote agency values: integrity, community, compassion and empowerment
- Ensure that the program follows a client centered and strength based approach
- Promote teamwork by creating a supportive, collaborative and open work environment with both the RAD team as well as the broader organization
- Demonstrate knowledge of agency philosophy, work in an ethical manner, and represent agency in a positive manner

Home Assessment & Design Recommendation:

- Manage the client home assessments. Assess client's accessibility renovation needs and what the most suitable options are, while adhering to Government of Alberta accessibility funding requirements and building code.
- Take site measurements and sketch existing lay out for design preparation.
- Ensure photos of existing space are taken before modifications are started.
- Use CAD software to create 2D and 3D renderings for proposed layout/modification.
- Consult with clients on best hardware choice (ex: shelves vs niche, fixed head vs glide wand).

Project Management:

- Oversight of construction/renovation from conception to completion.
- Schedule projects.
- Discuss with clients proposed layout/design, inform them of quoting process and timelines.
- Organize site meetings with selected contractors, review renovation requests, and address any additional concerns with the layout/job with contractors.
- Review pool of contractors and select most suitable and qualified contractor for the job.

- Continuously research and recruit new contractors and vendors that meet the RAD Program requirements.
- Create and manage all construction documents as needed (ex: Construction FAQ, quote templates, project completion letters, etc).
- Create scope of work with defined measurements and requirements, disseminate to all involved contracting parties.
- Receive and review quotes prior to submission. Request any changes needed, ensure quotes meet scope of work and budget. File all quotes accordingly.
- Ensure clients are updated on the schedule and any changes made to schedule
- Be the main point of contact for contractors and clients throughout the process to provide updates when necessary, answer any questions and address any concerns.
- Conduct site visits during construction to ensure project is on target and document.
- Problem solve with contractors and client around any obstacles that come up (ex: different material choice, need for increased costs, etc)
- Meet with client on site at project completion to review all work done, address any deficiencies and create a schedule for any needed rectifications.
- Use online communication tool to communicate all steps of the project within the RAD team and delegate where needed.
- Type up project completion letter for both client records and Accessible Housing records.
- Ensure client signs invoice for RAMP.
- Ensure after photos of the space are taken after project completion.
- Review and remain up to date on funders building criteria as well as national building code and all relevant legislation.

Program Responsibilities:

- Act as a resource for the agency in the community when needed.
- Collaborate with internal departments within Accessible Housing, including; Finance, Communications, etc.
- Use critical thinking and problem solving skills to make decisions for the program that take into account the best interests of clients, RAD Renovations, and Accessible Housing.
- When required, cover for Program Coordinator when they are away and send the completed photos and signed invoices to funders directly.
- When needed, provide coverage for admin and screen applicants, track down missing information, book home assessments, manage the RAD main line and RAD e-mail, update inquiry log, update spreadsheet tracking, and any other tasks asked by Program Coordinator.
- Assist Program Coordinator in continuous improvement for the RAD program, including but not limited to, new policy and process creation and implementation.
- Attend team meetings and voice any areas of concern for ongoing projects.
- Take part in planning and participating in information sessions to other health professionals.
- Attend and/or host tables at relevant trade shows to build new connections and educate public on the RAD Program.
- Adapting the program to ensure continuous progress that ensures program success and sustainability.

Qualifications and Experience:

Education and experience

- Certificate, Diploma or Degree in project management, construction or a related field
- Experience using AutoCad and Revit
- Extensive knowledge of residential home construction
- Understanding of Alberta Building Code & ability to read and understanding construction drawings
- Excellent interpersonal, communication, and organizational skills
- Ability to work independently and be flexible with changing needs/priorities
- Proficient in Excel, Word, Microsoft Office and Outlook.

- Outstanding capacity for organization and planning
- Experience working with accessibility renovations.
- Experience working with individuals with disabilities is an asset
- Valid Driver's License and Vehicle.
- Satisfactory Criminal Record Check

Core Competencies:

- Accountability: accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner while striving for excellence to achieve the best possible results for program, staff and agency.
- Problem Solving & Decision Making: demonstrates the ability to face difficult or complex problems head-on while accurately defining key issues and using this knowledge and sound judgment to take initiative to take action that is in the best interest of all parties involved.
- Planning: accepts responsibility to plan and implement each step of the construction process, requiring a comprehensive understanding of each factor that is required to be successful in construction delivery.
- Resource Allocation and Budget Management: the ability to ensure that projects stay within their allocated budget while taking responsibility that appropriate materials and supplies needed in each renovation is located and secured
- Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Working Conditions:

- The Project Manager works in an office environment and out in the community in homes where renovations are taking place
- Travel out of office is required weekly
- This is a full-time permanent position, Monday to Friday with the understanding that flexibility in their schedule may be required to meet the needs of the organization.
- Risks associated with working with "at risk" clients

Application Information:

Accessible Housing operates as an open, dynamic, highly functioning team which values integrity, community, compassion and empowerment. If you are looking for a rewarding career with an established and caring culture, please submit your resume along with a cover letter indicating your desired salary range to: resume@accessiblehousing.ca

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.