



1. Position No. Various 62007, 62137, 62138, 62163, 62168	2. Descriptive Working Title PROJECT TECHNOLOGIST		3. Present Classification Administrative Officer IV
4. Division	5. Branch/Section DEVELOPMENT SERVICES/REGIONAL HOUSING OPERATIONS	6. Proposed Classification AOIV	Date August 4, 2005 Revised October 2007
7. Position No. of Supervisor	8. Descriptive Work Title of Supervisor VARIOUS EXCLUDED MANAGERS IN DEVELOPMENT SERVICES		9. Classification of Supervisor MANAGEMENT EXCLUDED
10. Job Summary:			

Under the direction of the assigned manager, such as Regional Development Director, Manager Building Standards, Managers Capital Improvement Division or Building Envelope, is responsible for ensuring that all projects developed and administered by BC Housing comply with the appropriate Design and Construction Standards. Conducts detailed plan and specification reviews, conducts site inspections during construction and provides contract administration services. Monitors the work of inspectors, architects, other consultants and general contractors. Incumbents may be required to work in areas of new development or Capital Improvement.

11. Duties:

1. PROVIDES TECHNICAL SERVICES FOR PROVINCIAL HOUSING PROGRAMS:

- Ensures provincial housing program projects comply with BC Housing design and construction standards.
- Conducts site inspections to determine the feasibility of proposed developments by evaluating the physical characteristics including location, topography, configuration, access, utility services available, and impact of building and zoning regulations.
- Reviews and approves schematic design drawings, design drawings, and construction documents including working drawings, specifications, instructions to bidders, general requirements and supplementary general conditions.
- Reviews and approves addenda and change orders.
- Reviews requests for alternate materials and methods.
- Conducts inspections during construction to verify compliance with contract documents, and the schedule.
- Monitors contract close-out procedures and completion of deficiency items.
- Co-ordinates the one year warranty inspection and completion of warranty items.

2. PROVIDES TECHNICAL SERVICES FOR THE DEVELOPMENT OF GROUP HOMES:

- Conducts pre-purchase site inspections to determine the feasibility of proposed developments by evaluating the physical characteristics including location, topography, configuration, access, utility services available, and impact of building and zoning regulations.

- For existing homes, prepares a scope of work that addresses building deficiencies, modifications requested by the client and ensures compliance with the Community Care and Assisted Living Act, the BC Building Code, and good construction practice.
- For existing homes, prepares a construction estimate based on the proposed scope of work. For new construction prepares a construction estimate based on similar projects and site conditions.
- Monitors the construction budget, schedule, and design throughout the development process.
- Reviews and approves the project design at the schematic design, design development, and construction document phases.
- Reviews requests for alternative materials and methods.
- Reviews and assembles all required bid documentation and co-ordinates the bidding process with the purchasing department.
- Reviews and approves addenda and change orders.
- Conducts inspections during construction to verify compliance with contract documents, reviews progress claims, and the schedule.
- Monitors contract close-out procedures and completion of deficiency items.
- Co-ordinates the one year warranty inspection and completion of warranty items.

3. SUPERVISES CONSULTANTS ENGAGED IN THE DELIVERY OF NON-PROFIT HOUSING AND GROUP HOME PROJECTS:

- Reviews fee proposals and prepares consultant contracts for inspectors, geotechnical engineers, quantity surveyors and architects.
- Provides direction to consultant inspectors regarding their scope of work, including plan review content and frequency of field reviews.
- Reviews and evaluates consultants' activities by conducting supervisory plan reviews and site inspections.

4. PROVIDES TECHNICAL ASSISTANCE TO CONSULTANTS AND MINISTRY REPRESENTATIVES:

- Provides advice and information on design, construction cost, schedules, details, materials and methods.
- Interprets and clarifies the BC Housing Design and Construction Standards.

5. PROVIDES TECHNICAL AND ADMINISTRATIVE SERVICES RELATED TO BUILDING ENVELOPE REPAIR PROGRAM:

- Acts as contract administrator for building envelope consultant contracts. Monitors delivery of professional services by building envelope consultants, including the assessment, design, tendering, construction contract administration and post construction phases.
- Monitors the work of consultants to verify that they have met their contractual obligations, reviews invoices and confirms progress certification.
- Monitors the work of repair contractors to verify that they have met their contractual obligations. Reviews progress claims, submittals, mock ups, change orders, deficiencies and confirms progress certification.
- Prepares summary reports on the status of assigned projects to assist with the planning and coordination of the building envelope repair program.

- Conducts technical research and assists with the preparation of standardized contract administration documents and procedures.
- Meets with non-profit society representatives to review the scope of repair work.
- Provides information to support the building envelope repair litigation process.
- Reviews changes to regulatory requirements affecting building envelope repair and monitors BC Housing compliance.

6. PERFORMS RELATED DUTIES THAT DO NOT AFFECT THE NATURE AND SCOPE OF THE POSITION

- Attends technical forums and seminars to maintain a good knowledge of current industry practice.

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4. Education:

Diploma from a minimum 2 year Building, Engineering or Architectural Technology Program or equivalent education to qualify as an Applied Science Technologist (graduate of an accredited building technology diploma program). Training in building envelope principles, industry standards including regulatory requirements, construction contract administration and recommended construction practices.

5. Skills, Competencies and Attributes

- ability to work effectively with in variety of team settings and ability to work independently
- demonstrated critical thinking skills
- proven interpersonal skills
- demonstrated ability to exercise good judgement and well-honed decision making skills
- co-operative attitude
- creative thinking and innovation skills; has demonstrated initiative carrying out roles
- excellent communication and organizational skills
- good knowledge of the BC Building Code
- ability to read and critique construction drawings and building envelope assessment reports
- a good understanding of Municipal approval procedures
- experience inspecting new and existing buildings
- ability to estimate construction costs for new construction, renovation and building envelope repair projects
- proficiency in use and of MS Office applications and in Construction software
- valid BC Driver's Licence
- willingness to travel on Commission business and work periodic evenings and weekends

6. Experience:

- At least 2 years acceptable technologist work experience
- Considerable related field experience.
- Two years contract administration experience including significant experience with CCDC-2 contract.

Or

The equivalent combination or education, training and experience

7. Occupational Certification Preferred

Eligible for designation as an ASCT (Applied Science Technologist) or CET (Certified Engineering Technologist) with Applied Science Technologists and Technicians of BC (ASTTBC)