

JOB DESCRIPTION
BCGEU

1. Position No. 81415, 81798	2. Descriptive Working Title Senior Technical Officer		3. Present Classification AO V
4. Department Housing Hub	5. Branch/Section Development & Asset Strategies	6. Work Location Telework Eligible	Date June 2018; July 2021
7. Position No. of Supervisor 81263	8. Descriptive Work Title of Supervisor Provincial Director, HousingHub		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Provincial Director HousingHub, the Senior Technical Officer provides technical and functional leadership regarding BC Housing's Design and Construction Standards as they apply to HousingHub projects and development. This includes costing, materials, construction methods, and project/contracting processes for mixed market, multi-unit residential rentals and owner purchase developments. He/she/they ensures compliance of HousingHub projects and portfolios with Design and Construction Standards, and provides an overall review of projects and contracts to ensure compatibility with project/program goals, guidelines and administrative requirements. The position is also responsible for reviewing, maintaining and updating the Design Guidelines and Construction Standards for the HousingHub, ensuring consistency with established Development & Asset Strategies Design guidelines and Construction Standards; tracking and forecasting construction costs, maintaining the Costing database, managing third party construction cost reviews; and developing project procedures.

11. Duties:

Technical leadership:

- Provides technical advice, design and functional direction to Senior Development Managers within the HousingHub Branch to ensure that all projects developed and administered by the HousingHub division comply with the appropriate BC Housing Design and Construction Standards and cost benchmarks; ensures corrective action is taken as necessary.
- Provides technical advice to, Senior Development Managers, and DAS Managers and Directors regarding costing, project and contracting processes, and project performance monitoring
- Develops and implements technical processes, feedback and tools for DAS HousingHub Senior Development Managers, Director and Executive staff relating to design, construction costs, scheduling, detailing, materials and construction methods.
- Provides advice and technical support to Senior Development Managers, and mentorship support to Project Technologists regarding their day-to-day work

Design Guidelines, Construction Standards and Regulatory Requirements:

- Maintains and updates the BCH Design Guidelines and Construction Standards / Master Specifications as required by HousingHub projects and developments
- Manages the review of the guidelines and standards by internal staff, consultants and industry stakeholders.
- Provides clarification, interpretation or review of alternatives to the design guidelines and construction standards as presented by industry partners, stakeholders, and developers pertaining to project proposals presented to the HousingHub. Reviews changes to regulatory requirements affecting construction and ensures BC Housing compliance.
- Reviews construction specifications, schematic designs, drawings and project plans for DAS (HousingHub) projects from a technical perspective to ensure they incorporate BC Housing's design, construction and energy efficiency standards and value engineering.

Construction Costs:

- Analyzes specific construction budgets for non-profit, mixed market residential and owner purchase developments in all regions of the Province and forecasts future construction costs.
- Develops and provides forecasts of projected construction costs for the current fiscal year.
- Administers and updates the BC Housing Costing Database by tracking, analyzing, and utilizing historical data with respect to specific, regional, and industry markers.
- Provides feedback and assists in the updates to the DAS Construction Services team for various cost management tools such as the Social Housing Cost Target Framework, escalation calculator, and construction cost benchmarks.
- Provides feedback and assists in the annual third party construction cost review of completed projects.
- Provides support to the project teams in administering and monitoring the work of Quantity Surveyors directly hired by BC Housing and oversees the procurement of the cost consultants

Project and Contracting Procedures:

- Researches, develops, initiates and refines new and existing procedures within DAS (HousingHub) in order to increase the efficiency and effectiveness of the projects.
- Conducts technical research and, working in conjunction with Supply Chain, develops policies, procedures and contract administration documents for design, tendering and procuring consultant services for projects.
- Updates BCH Supplementary General Conditions for the CCDC Construction Contracts.

DAS Project Performance Monitoring:

- Reviews and assesses various documents, reports and verbal information regarding the performance of inspectors, architects, other consultants and general contractors
- Monitors the work of consultants to verify that they have met their contractual obligations, reviews invoices and confirms progress certification.
- Ensures compatibility of projects with program goals, guidelines and administrative requirements.
- Prepares summary reports to assist with the planning and coordination of the capital programs.
- Develops, forecasts, and sets specific budgets for each region for non-profit developments based on analysis of regional study results, historical data, statistical analysis, and regional staff and housing provider input.

Special Projects:

- Undertakes/participates on special projects, including but not limited to preparation of briefing notes to ministers and preparation of presentations.
- Represents BC Housing interests, specific to HousingHub projects and developments on various external industry projects and committees that relate to the nature and scope of the position.
- Initiate and/or participate in implementing pilot projects to investigate the technical feasibility of new and emerging technologies into HousingHub projects.

Other:

- Develops, facilitates and maintains solid working relationships with contractors, consultants, non-profit societies and local governments to ensure alignment with BC Housing's Standards and Specifications
- Attends technical forums and seminars to maintain a good knowledge of current industry practice.

Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

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4. Education, Training and Experience		

Applied technology diploma in architecture, engineering (civil), building technology or other relevant field.

Training in the following: Project Management; Quantity Surveying Principles; Construction Industry Standards including regulatory requirements; Construction Contract Administration; recommended construction practices.

Sound contract administration experience including significant experience with industry standard construction contracts.

Extensive technologist work experience in multi-unit residential development and construction

Considerable quantity surveyor or cost consulting experience

Considerable related field experience, including inspecting new and existing buildings

or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
- Considerable knowledge and understanding of construction and construction project management principles, and related legislation, by-laws, building codes, building design, and municipal approval and inspection processes affecting high rise and low rise residential development and construction.
 - Considerable knowledge of LEED or sustainability construction practices and the methods and materials relating to the construction, development, remediation and renovation of multi-unit wood frame and non-combustible residential buildings.
 - Considerable knowledge of various practices relating to construction management including construction cost analysis methods and standard forms of construction contracts
 - Good knowledge of construction and market trends, and current knowledge of standard construction costs
 - Ability to read and critique construction drawings and estimate construction costs for new construction
 - Ability to provide technical leadership, direction and mentorship to staff in construction and construction management philosophies and practices
 - Excellent judgement, planning, organizing and problem-solving skills
 - Excellent creative and critical thinking skills and ability to exercise good judgement
 - Excellent communication skills, both orally and in writing, with a broad range of audiences
 - Proficient in MS Office applications and in Construction software
 - Valid BC Driver's License
 - Willingness to travel on Commission business and work periodic evenings and weekends

6. Occupational Certification
