

## JOB DESCRIPTION

BCGEU

1. Position No. 62241, 80684, 81387, 81889	2. Descriptive Working Title Senior Technical Officer		3. Present Classification AO5
4. Branch Development & Asset Strategies	5. Department Construction Services	6. Work Location Hybrid – Site Central	Date June 2018 Revised Jul 2023
7. Position No. of Supervisor 80500	8. Descriptive Work Title of Supervisor Director Construction Services		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Director Construction Services, the Senior Technical Officer provides technical and functional leadership and training to Development and Asset Strategies (DAS) Project Technologists regarding BC Housing's Design and Construction Standards, costing, materials, construction methods, and project/contracting processes. He/she/they ensures compliance of DAS projects with Design and Construction Standards, and provides an overall review of projects and contracts to ensure compatibility with project/program objectives, guidelines, and administrative requirements. The position is also responsible for reviewing, maintaining, and updating the Design Guidelines and Construction Standards; tracking and forecasting construction costs, maintaining the Costing database, and managing third-party construction cost reviews; and developing and maintaining project and contracting procedures.

11. Duties:	
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### Technical leadership:

1. Provides technical advice and functional direction to Project Technologists, Development Managers, Senior Development Managers, Construction Project Managers, Manager, Development Construction Projects, and Senior Project Officers across the DAS Branch to ensure that all projects developed and administered by Development & Asset Strategies comply with the appropriate Design and Construction Standards and cost benchmarks; recommends corrective actions as necessary.
2. Provides technical advice to Project Technologists, Senior Project Officers, Development Managers, Senior Development Managers, Construction Project Managers, Manager, Development Construction Projects, and DAS Managers and Directors regarding costing, project and contracting processes, and project performance monitoring.
3. Develops and implements technical training sessions for DAS and staff of other Branches relating to design, construction costs, scheduling, detailing, materials, and construction methods.
4. Provides mentorship, advice, and technical support to Project Technologists regarding their project-related issues and queries.

### Design Guidelines, Construction Standards and Regulatory Requirements:

5. Maintains and updates the BC Housing (BCH) Design Guidelines and Construction Standards / Master Specifications as required by DAS projects and developments.
6. Manages the review of the guidelines and standards by internal staff, consultants, and industry stakeholders.

7. Provides clarification, interpretation, or review of proposed alternatives to the design guidelines and construction standards.
8. Reviews changes to regulatory requirements affecting construction and updates Design Guidelines and Construction Standards for alignment.
9. Reviews construction specifications, schematic designs, drawings, and project plans for DAS projects from a technical perspective to ensure they incorporate BCH's design, construction and energy efficiency standards and value engineering.

**Construction Costs:**

10. Analyzes specific construction budgets for non-profit developments in all regions of the Province and forecasts future construction costs.
11. Develops and provides forecasts of projected construction costs for the current fiscal year.
12. Administers and updates the BCH Costing Database by tracking, analyzing, and utilizing historical data with respect to specific, regional, and industry markers.
13. Administers and updates various cost management tools such as the Social Housing Cost Target Framework (CTF), escalation calculator, and construction cost benchmarks.
14. Manages and administers the annual third-party construction cost analysis of completed projects.
15. Provides support to the project teams in administering and monitoring the work of Quantity Surveyors directly hired by BCH and oversees the procurement of the cost consultants.

**Project and Contracting Procedures:**

16. Researches, develops, initiates, and refines new and existing procedures within DAS in order to increase the efficiency and effectiveness of the projects.
17. Conducts technical research and work in conjunction with Supply Chain, develops policies, procedures, and contract administration documents for design, tendering, and procuring consultant services for projects.
18. Participate in updates BCH Supplementary General Conditions for the Canadian Construction Documents Committee Construction Contracts.

**DAS Project Performance Monitoring:**

19. Reviews and assesses various documents, reports, and verbal information regarding the performance of inspectors, architects, other consultants, and general contractors, for the complex and high-risk projects escalated to Construction Services.
20. Guides project delivery teams with performance management of consultants, ensuring that they have met their contractual obligations, and with reviews of invoices, and with confirmation of progress certifications.
21. Participates in compatibility reviews of projects with program objectives, guidelines, and administrative requirements.
22. Participates in preparing summary reports to assist with the planning and coordination of the capital programs.

23. 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:**

24. Undertakes/participates on special projects for various Managers, Directors, and Executive Directors, including but not limited to preparation of briefing notes to ministers and preparation of presentations.

25. Represents BCH interests on various external industry projects and committees that relate to the nature and scope of the position.

26. Initiates and/or participates in implementing pilot projects to investigate the technical feasibility of new and emerging technologies into BCH projects.

**Other:**

27. Develops, facilitates, and maintains strong working relationships with contractors, consultants, non-profit societies, and local governments to ensure alignment with BCH's Standards and Specifications.

28. Attends technical forums and seminars to maintain a good knowledge of current industry practices.

29. 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**

4. Position No. 62241, 80684, 81387, 81889	2. Descriptive Working Title Senior Technical Officer	3. Present Classification AO5
4. Education, Training and Experience		

Applied technology diploma in architecture, engineering (civil), building technology, or related fields.

Training in the following: Building planning, Design and/or Construction, Design and Construction Project Delivery, Project Management; Quantity Surveying Principles; Construction Industry Standards including regulatory requirements; Construction Contract Administration; recommended construction practices.

Considerable experience in contract administration including industry-standard Construction Contracts and Supplementary General Conditions.

Extensive technical work experience in multi-unit residential building planning, design, development, and construction.

Considerable familiarity working with quantity surveyors or cost consultants.

Considerable related field experience, including inspecting new and existing buildings, construction progress, and quality.

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

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- 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 Leadership in Energy and Environmental Design (LEED) or sustainable 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.
  - Sound 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, directions, and mentorship to staff in construction and construction management philosophies and practices.
  - Ability to travel on Commission business and work periodic evenings and weekends.
  - 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 familiarity working with contract/project management software
  - Valid BC Driver's Licence.

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6. Occupational Certification

Eligible for designation as an Engineer, Quantity Surveyor, Architect or AScT (Applied Science Technologist) or CET (Certified Engineering Technologist) with Applied Science Technologists and Technicians of BC (ASTTBC)