



# THE UNIVERSITY OF WINNIPEG

## Project Manager - Support and Planning, Planning Office

<b>Competition Number:</b> A83.25	<b>Probation/Trial Period:</b> 910 working hours or six (6) months, whichever occurs first	<b>Job Type:</b> Continuing
<b>Classification:</b> Administrative 3		<b>Status:</b> Existing
<b>Department:</b> Planning Office	<b>Hours:</b> 35 hours per week	<b>Date Posted:</b> 09/12/2025
<b>Employee Group:</b> AESES	<b>Funding:</b> Budget	<b>Closing Date:</b> 10/02/2025
<b>Position Category:</b> Full-Time, Continuing	<b>Start Date:</b> As soon as possible	<b>Salary Range:</b> \$53,926.60 - \$74,765.60
	<b>Location:</b> Winnipeg, MB	

The **Project Manager – Support and Planning** is a **full-time continuing** position providing space planning coordination, project management support to all areas of facilities, the development of non-automated building documentation filing system and AutoCAD data entry including: site plans, floor plans, building elevations and specific details with layers associated for building systems as well as integrating all the AutoCAD records into the existing work order, space planning and project management systems.

Interested applicants should apply online through UWinnipeg's applicant tracking system: **Project Manager - Support and Planning, Planning Office - University of Winnipeg**

### Responsibilities:

- Assists with the organization, project management of planned and proposed space planning for internal departments and in developing multiple-use scenarios for common area development.
- Manages special, small and in-house projects.
- Collects and maintains data for functional programming for future space, asset and maintenance management systems.
- Develops and maintains campus area calculations for planning and financial purposes.
- Works toward consolidation of departments and services based on location or associative requirements.
- Provides drawings and data for use in future leasing opportunities on campus.
- Develops accurate area calculations for budget and grant purposes.
- Develops conceptual design options for proposed projects to clients and outside contractors.
- Works with Director of the Planning Office in the conception, development, construction, retro fitting and demolition of new and existing structures.
- Assists in developing scope of work documents and request for proposals.
- Act as a point of contact for departments requiring accommodation retrofits or relocations.
- Researches materials or processes as required for projects.
- Presents pricing and drawing as required to client for approval or changes.
- Gathers all existing information on buildings from hard copy, existing CAD drawing, on site visits, project files, etc.
- Organizes and enters data in AutoCAD format for various forms of record.
- Creates a new set of "Key Plan" drawings drawn accurately to scale with all architectural and structural elements represented.
- Coordination of various systems into CAD files including, but not limited to: detailed architectural and structural elements, detailed mechanical systems, and detailed electrical systems.
- Creates and integrates a complete CAD file system including all layers with an organized system.
- Recommends reproduction and drafting systems and methods to achieve desired results.
- Acts as a resource/liaison to the entire campus for requests for information in Facilities Management drawing records.
- Assists Facilities Project Managers in maintaining all hard copy print records within existing file system.
- Maintains all tendered documentation, "as-built" documentation and Change Order documentation in drawing and specification format.
- Updates and maintains drawing standards for internal and contractor usage.
- Prepares and distributes notices, agendas and related materials.
- Access and maintains current manual and computerized records and files related to the activities of an area.
- Performs routine data analysis and compilation for the preparation of reports, data processing and/or word processing.
- Develops and implements the method of supplying automated drafting files to complement the existing Work Order and Room Booking systems.
- Works with Service Providers to develop and maintain work order system for the planning office.
- Works with various departments to develop/modify system(s) for new equipment installs, as required.
- Works with Student Information System and University Booking System to integrate all the AutoCAD records into the existing Work Order, Room Booking and Project Coordination systems.

### Qualifications:

- Must be a graduate from a minimum 3-year architectural, interior design, construction and/or building technology degree program.
- Must have minimum 2 years of demonstrated experience in construction or architectural related work including: design, drafting and inspection.
- Must have demonstrated planning and project management skills in a campus setting.
- Must have current AutoCAD software program and knowledge and proficiency.
- Must be customer oriented.
- Must have effective oral and written communication skills in the English language.
- Must be able to read and understand construction documents including drawings and specifications.
- Must be able to prioritize and organized workloads.
- Must be able to learn new technologies and stay current with AutoCAD updates.
- Must be able to work both independently, and as a team member.

- Experience in BIM software (Revit or others) would be considered an asset.
- Membership in any of the following organizations; Manitoba Association of Architects (MAA), Professional Interior Design Institute of Manitoba (PIDIM), Engineers Geoscientists of Manitoba (EGM), The Architectural and Building Technologists Association of Manitoba (ABTAM) or The Certified Technicians and Technologists Association of Manitoba (CTTAM) would be considered an asset.

**An equivalent combination of education, experience, skills, knowledge and abilities may be considered.**

**Condition(s) of Employment:**

- Must be legally entitled to work in Canada.
- Must be able to access all types of construction areas, unassisted.

**The salary range for this position will be from \$53,926.60 to \$74,765.60 annually.**

**Note:** The work described in this posting will be conducted in-person, with an opportunity to apply for Remote Work for up to two (2) days per week.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

The University of Winnipeg is committed to ensuring employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact [human\\_resources@uwinnipeg.ca](mailto:human_resources@uwinnipeg.ca).

The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process. Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or [human\\_resources@uwinnipeg.ca](mailto:human_resources@uwinnipeg.ca).