



BCGEU POSITION DESCRIPTION

POSITION TITLE: Capital Projects Planner

JOB NUMBER: 871

REPORTS TO: Manager, Capital and Strategic Projects

INCUMBENT:

DEPARTMENT: Campus and Community Planning

DATE CREATED: August 2025

JOB CLASS: 14

DATE REVISED:

PRIMARY FUNCTION

As an integral member of the Campus and Community Planning division, the Capital Projects Planner facilitates development projects in accordance with campus plans and policies for Kwantlen Polytechnic University (KPU), including the KPU2050 Official Campus Plan, for projects that fall within CCP's mandate. The Capital Projects Planner is responsible for advancing approved major capital projects through the development process, including design, specification, tender, award and construction. This position will also support the delivery of key strategic initiatives occurring within the university and involve technical analysis, contractual assessment and negotiations, land use and project planning, and budgetary activities. Current projects may include new on-campus student housing, child care and early childhood care and education facilities, and the implementation of KPU2050 Official Campus Plan.

JOB DUTIES AND TASKS

1. Coordinates capital planning and construction of major capital projects and the delivery of strategic initiatives.
2. Defines the scope of services related to major capital and strategic projects, evaluates proposals and fee schedules for consultant services, manages consultant teams and associated budgets, liaises with and reviews consultants' deliverables, contributes and guides design and planning processes, provides input and contributes university standards towards the development of tenders and reviews submitted tender packages; and supports construction administration.
3. Interprets and complies with codes, regulations, bylaws and all applicable legislation relating to major capital projects.
4. Provides development expertise related to major capital and strategic projects, to support the sustainable growth and development of KPU's campuses. Assesses impacts of proposed developments on the environment, community infrastructure, and overall quality of life. Supports the development of standards for major capital projects at KPU.
5. Ensures resources are utilized appropriately, financial information is reliable, applicable policies and procedures are adhered to, and that exemplary levels of customer service are provided to students, staff, faculty, and internal and external key parties.
6. Builds and maintains relationships with the KPU community of faculty, staff and students as well as First Nations, regulatory authorities (municipal and regional government), service and utility providers (e.g. BC Hydro, TransLink) and Post-Secondary planning and development organizations.



7. Supports development related negotiations on behalf of KPU by providing research, data analysis and other strategic input to ensure development and growth objectives described in the campus plans can be achieved and delivered. Negotiation discussions may include the KPU Communities Trust and other potential development partners.
8. Supports Campus & Community Planning team in report writing, presentations, data collections, project management, and other duties as required to implement CCP projects.
9. Represents CCP and liaises with other university departments on operational and strategic university initiatives, including participating on committees and task forces.
10. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
11. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to university policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Manager, Capital and Strategic Projects.

SUPERVISION/DIRECTION EXERCISED:

This position supervises 0 direct reports.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

This position will be responsible for creating and maintaining a file database regarding KPU's capital planning efforts, policies, and other strategic initiatives.

This position will not involve any physical work such as lifting.

FINANCIAL RESOURCES:

This position will be responsible for managing any hired external consultants related to planning and capital projects. This position will manage and ensure that the consultants' financial and scope progress are aligned with KPU's expectations and the originally agreed-upon contract between both parties. This position will also be responsible for adhering to established budgets and timelines for capital and strategic initiatives.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.



EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Experience coordinating development projects and processes including, but not limited to, capital planning and plan implementation, regulatory processes and compliance management, is desirable.
- Ability to read and understand drawings and specifications and to recognize errors, deficiencies and faulty workmanship of designers and contractors.
- Ability to develop, implement and maintain detailed schedules.
- Ability to draft correspondence, briefing documents, reports and proposals; effective presentation, written and oral communication skills; ability to synthesize issues and convey ideas succinctly and with clarity.
- General understanding of provincial and municipal policies and regulations that impact development at KPU's campuses is desirable.
- General knowledge of building systems, current building technology for architectural, mechanical, electrical and structural disciplines, contracting practices and sub-trade management, as well as materials and methods used in building construction.
- General knowledge of green building rating systems (e.g. LEED and Passive House), principles and practices.
- Familiarity with construction contract law, CCDC documents, CCAC documents, public tendering practicing including use of BC Bid, bonding and surety, bid depository rules and procedures.
- Ability to communicate effectively and to establish and maintain effective working relationships with co-workers, University employees, consultants and contractors.
- A high degree of initiative and confidentiality as well as function as a team player, including flexibility of taskings within the Campus and Community Planning division.
- Ability to effectively utilize computers including word processing, spreadsheets, databases such as MSWord, Excel, CAD/CAFM and Microsoft Project.
- Ability to provide technical information and advice in matters relating to major projects.
- Understanding of project scheduling and coordination.
- Ability to travel between campuses is required. Travel around the lower mainland region may also be required.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree in a related field (Planning, Engineering, or Architecture);
- A minimum of one year of related experience;
- Experience in project management in a municipal or Post-Secondary environment is preferred, but not essential;
- Professional certification such as PMP, FMA, CFM, PEng, MCIP, MAIBC, or ASCTT is considered an asset;
- Experience working with First Nations communities is valued and considered an asset;
- Or a combination of education, training, and experience.

Knowledge Skills & Abilities revised:
