



## Technical Specialist, Project Management (Project Assistant)

Permanent

Location: Petawawa, Ottawa

Salary Range: \$79,067 - \$102,788

Clearance : Secret

**How to apply?** Submit your application directly on our careers page [here](#).

Does the idea of supporting projects that shape Canada's defence excite you? DCC is growing – and we need you to help us make a difference.

Our Project and Program Management team is looking for a dynamic and detail-oriented Technical Specialist, Project Management (Project Assistant) to support innovative infrastructure and environmental initiatives that make a real difference in the Petawawa community. Managing a variety of projects big and small, you'll be part of a passionate team turning bold ideas into reality. You'll have a chance to oversee a range of disciplines, building your skills in mechanical, electrical, civil and environmental projects. If you're organized, curious, and excited to learn, this is your chance to grow your career while working on meaningful projects that matter.

## Technical Specialist, Project Management (Project Assistant)

The Technical Specialist, Project Management (Project Assistant), provides project management services to support the delivery of routine to moderately complex building infrastructure and environmental projects.

The incumbent acts as a technical construction specialist for the Client-Partners and may undertake research and conducts studies and assessments.

### KEY AND PERIODIC ACTIVITIES

**The duties and responsibilities listed below are representative but not all-inclusive:**

#### Primary

- Research, prepare and present documentation required for long-term projects (e.g. approvals, statements of work, projects charters, budgets, policies and procedures)
- Complete project management from initiation to closure for infrastructure and environmental projects, including new construction, recapitalization and environmental assessment and remediation
- Support Client-Partner project approval processes by facilitating decision making within Client-Partner organizations through the development of business case analysis, functional space programming and other documentation
- Coordinate stakeholder communications to ensure timely decision making
- Participate in procurement planning and prepare tender documents
- Coordinate consultant activities
- Act as the representative of the project director or project manager, within DCC delegated signing authority
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders

- Ensure quality standards are met, in line with corporate and Client-Partner expectations

#### **Other**

- Prepare monthly reports (e.g. internal, Client-Partner)
- Support and/or lead business development activities
- Manage risk
- Other duties as assigned

#### **SKILLS**

##### **General and Specific Knowledge**

- Best practices, methods, trends and legislation in real property, environmental and construction services
- Knowledge of Client-Partner project management policies and procedures considered a strong asset
- Knowledge of Treasury Board Secretariat policies and procedures considered a strong asset
- Project and risk management principles

##### **Formal Education and/or Certification(s) and Experience**

- **Minimum:** college diploma in engineering, architecture or related field with four years' relevant experience, or the equivalent
- **Preferred:** university degree in one of the above fields and/or additional training in project management

##### **Abilities**

- Use applicable computer software and operating systems
- Apply project and risk management techniques

#### **DEVELOPMENT AND LEADERSHIP**

- Provide functional direction and advice to employees and to Client-Partners

#### **WORKING CONDITIONS**

- Typical office environment with occasional travel. Hybrid work, with the option to work from home one day per week.
- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

#### **Check out the benefits**

Working with DCC offers excellent opportunities for growth – and entitles you to one of the job market's best benefits packages. In your role as Technical Specialist, Project Management, your package is valued at 25% to 30% of your salary.

Your package will include:

- Public service pension
- 100% employer-paid annual sick leave, health and dental premiums, and life, accidental death, and short- and long-term disability insurance
- \$400 Wellness Allowance (e.g., gym membership)

- \$1,500 for mental health services on top of regular \$1,500 paramedical coverage
- \$750 Health Care Spending Account (for some medical expenses that aren't covered under provincial plans or our standard insurance plan)
- Telus Virtual Health Care
- Maternity and parental leave top-up plan to 93% of regular gross earnings for a maximum of 37 weeks
- Hybrid workplace options including \$400 allowance every two years to support work-from-home options
- Enhanced inConfidence employee and family assistance program
- Deluxe travel benefit plans
- Comprehensive vacation and other paid leave plans