



JOB TITLE: Project Manager – Major Projects
PAYGRADE: EXEMPT
REPORTS TO: Director of Engineering & Operations

NATURE AND SCOPE OF WORK

This exempt full-time position performs a variety of managerial, supervisory, technical leadership and administrative duties related to Municipal Engineering. Without limiting the generality of the following, this position is responsible for managing and leading major projects and programs related to engineering, facilities and strategic corporate capital projects. The projects will help guide the infrastructure investments in the City and achieve Council's vision for the City. The work includes considerable contact with Council, the public, other professionals in the industry and external agencies.

Liaises and collaborates with departmental staff, as required; directs and oversees the work of consultants.

An employee at this level exercises considerable independent initiative, judgment and action within established guidelines and policies and sound professional and administrative practices. The work is reviewed in terms of accomplishment of desired results.

May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

KEY RESPONSIBILITY AREAS

Coordinates, researches, develops, prepares plans, schedules and oversees the design and construction of major municipal works and services. Responsible for delivering the major projects, providing recommendations on project implementation and managing the day-to-day activities.

Establishes project goals and objectives, hiring and working with consultants to develop preliminary and feasibility plans, oversees detailed design and tender packages, and monitors construction activities to ensure capital projects satisfy all goals and objectives including on-schedule and within budget expectations.

Determines and develops approach and research methodology for policy and associated projects; provides recommendations for improving the City's standards, bylaws, policies and procedures in areas such as infrastructure planning, asset management, engineering and facilities; assists departmental Director with providing strategic input and coordination of engineering and facility projects and contributes to the development and implementation of long term plans, policies and objectives.

Provides the Director of Engineering & Operations, the CAO and Council with reports, professional advice and recommended courses of action on departmental issues, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative Council actions.

With the guidance of Communications, coordinates and oversees community engagement sessions associated with the major projects to create greater awareness, understanding and involvement in the community.

Ensures that Council decisions affecting the sections are carried out in a timely and efficient manner and that Council is informed of actions taken and issues that may come before Council. Presents to Council, as required.

Liaises with and makes presentations to the public, external agencies, community groups, advisory committees, key stakeholders, Council and city staff related to the major projects, and addresses issues, answers questions and provides feedback as required. Staff liaison to committees of Council as assigned.

Prepares and manages the annual and long term Capital plans, grants and operational budgets associated with the major projects.

Has input into and ensures compliance with safe work procedures for all work related to day-to-day functions of the facilities division in accordance with WorkSafeBC Act and Regulations. Ensures employees are aware of and follow safety standards. May participate on the Joint Health and Safety Committee as an Employer Representation, conduct safety inspections and participate in investigations.

Promotes and maintains a strong focus on customer service.

Provides guidance, coaching, and recognition necessary to motivate departmental staff to work at their highest levels of performance.

Promotes a culture of collaboration, customer focus, and quality of product and services.

Contributes to the corporate health of the City by serving on a variety of internal committees and project teams.

Responds in a timely manner to a wide variety of inquiries and complaints from members of the public, developers and others.

May act for the Director of Engineering & Operations and/or Manager of Engineering & Facilities in their absence.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the legislation, principles, practices, methods, techniques, safe work practices and guidelines in British Columbia related to engineering as applied to the design, construction and maintenance of local government projects and services.

Thorough knowledge of the policies, rules, bylaws and regulations governing the work of the department.

Ability to exercise sound judgment and tactfully represent the department and the City in meetings and dealings surrounding local governments, First Nations, the Province, committees and other groups. Ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Ability to organize, coordinate and manage projects and project teams across multiple departments and multiple stakeholder groups.

Ability to develop and prepare policy amendments, define problem areas, determine research methods, analyze and evaluate data, and prepare comprehensive reports.

Ability to establish and maintain computerized databases and files and to review and analyze the information contained therein using standard database, spreadsheet, word processing and other specialized software packages.

Ability to perform research activities, prepare and maintain records, prepare and present technical reports, correspondence and related material.

A strong working knowledge of BC legislation, regulations, legal frameworks and procedures that regulate engineering works.

Ability to understand, interpret, summarize and communicate information in both verbal and oral report format.

Ability to analyze and develop logical and systematic courses of action, detail-oriented multi-tasker.

Ability to work calmly under pressure, without supervision.

Proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

University graduation in Engineering, Architecture or related discipline or technical diploma from a recognized Technical Institute, with 4+ years related professional project management experience for major infrastructure projects OR an equivalent combination of training and experience.

Preference will be given to applicants with related local government experience.

Preferred registration as (or eligible for registration as) a Professional Engineer or Architect in the Province of BC. Consideration will be given for membership (or eligibility for membership) as an Applied Science Technologist in the Province of BC.

Preferred Project Management training/certification, such as a PMP designation or CCA gold seal.

Experience with design, construction and project management of major transportation and civic infrastructure is considered an asset.

Experience in managing multi-year capital plans would be an asset.

Driver's Licence valid in the Province of British Columbia