



JOB DESCRIPTION

Title:	Project Manager
Department:	Environmental Services
Supervisor:	Director of Environmental Services
Status:	Full-time, Regular
# of Direct Reports:	N/A
Date Updated:	October 2021

Job Overview

The Project Manager is responsible for leading and coordinating the delivery of the SLRD's capital and infrastructure projects including new construction, renewal, alteration, rehabilitation or improvements to underground utilities, transportation infrastructure, parks, buildings and facilities.

Key Responsibilities

- Oversees all capital projects related to SLRD transportation, water, sanitary sewer, drainage, parks, and related infrastructure, as well as other strategic capital projects.
- Manages multiple projects from inception to post project documentation and oversees all project tasks including tender and contract administration, project schedules, cost management, budgeting and expense tracking, selection of consultants, management of resources, project communications, preliminary design, detailed design, construction, record keeping and project evaluation.
- Performs a range of engineering and project management work including design review, document preparation, specifications, cost estimates, scheduling, project analyses, inspections, and reporting.
- Develops and maintains an inventory of SLRD buildings and vehicle fleet, and plans and prioritizes upgrades and replacements for these assets. Ensures the ongoing maintenance of these assets through a properly developed maintenance program that recognizes asset life, depreciation and renewal.
- Reviews the long-term financial plans for building and fleet assets in conjunction with the Finance department.
- Assists the Director of Environmental Services by providing estimates and information required for SLRD improvements and/or grant applications.
- Provides general technical support to the Director of Environmental Services and other SLRD departments.
- Addresses unusual or problem situations using sound judgment, ensuring solutions meet the objectives and requirements of SLRD bylaws. Collaborates with other staff on difficult, complex or challenging matters or decisions.
- Assists the Director of Environmental Services in assessing, evaluating and incorporates technical requirements to make informed decisions regarding infrastructure construction.
- Provides direction and guidance to developers, contractors, outside agencies and other stakeholders.
- Assists the Director of Environmental Services in preparing Requests for Proposals, Requests for Quotations, Tenders, and other similar documents using CCDDC, MMCD or SLRD templates.

- Researches, analyzes, interprets and studies technical information.
- Oversees the delivery of various new build and renovation projects for SLRD facilities, in coordination with project stakeholders, including project design, coordination of design and permitting with internal SLRD departments, coordination of site servicing and off-site works, preparation and review of procurement documents, construction contract administration and other project management responsibilities.
- Liaises with contractors' and developers' engineers to ensure inspections are being conducted appropriately on infrastructure constructed within property or right of ways and to provide input on projects as appropriate.
- Assesses expected life of assets and long term lifecycle management of assets.
- Strives to ensure that projects meet reporting, timeline and budget requirements.
- Follows up on quality assurance through the delivery of the design and construction, ensuring projects meet the functional requirements of their intended use.
- Prepares and presents reports to the CAO and SLRD Board and Committees.
- Assists the Director of Environmental Services in capital works budgeting, planning and other concerns regarding future servicing.
- During activation of the Emergency Operations Centre (EOC), different duties may be assigned by the Chief Administrative Officer in consultation with the EOC Director.
- Performs other duties as assigned by the Director of Environmental Services.

Qualifications

- A minimum of 5 years of recent experience managing construction, infrastructure, and/or public works projects.
- A degree or diploma in civil engineering, engineering technology, project management, construction management or related field. An equivalent combination of experience, training and education may be considered.
- Previous experience in contract administration, and coordinating and supervising contractors or consultants.
- Thorough knowledge of applicable design standards, codes and legislation as well as strong project management skills.
- Excellent interpersonal skills to effectively build strong working relationships with both internal and external stakeholders.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Ability to organize and prioritize a complex series of project components to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letters, report writing, and presentations.
- Strong analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, Powerpoint and Project.
- A valid BC Driver's License and the ability to travel to project job sites within the regional district, at times with limited notice.

Preference may be given to any of the following:

- Experience surveying, designing and managing capital projects in the public sector.
- PMP designation or project management training/certificate.