



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Manager – Major Projects - Industrial

Temporary Full-Time (anticipated end date January 31, 2026)

The District of Squamish is seeking an exceptional leader to manage the District's regulatory requirements project for Fortis and WLNG development projects in Squamish. This is an opportunity to bring your superior management skills to administer the District's permitting reviews, development and implementation of agreements and coordinate regulatory review processes. The Manager of Major Projects – Industrial (MPI) will oversee a cross functional multi-disciplinary team through the entire project lifecycle while interfacing across departments to ensure full coordination and successful delivery of the project.

What we're looking for:

- ❖ *A skilled project manager* who develops, implements, and documents organizational project management processes aligned with ISO project management standards.
- ❖ *A manager of risk* who plans projects in detail, clearly identifying project scope, charter, budget, and schedule as well as project issues and risks.
- ❖ *A natural leader* who provides oversight and direction to and assigns and prioritizes work for staff.
- ❖ *A resourceful planner* who directs and prioritizes project work for functional areas related to Major Projects Industrial portfolio of work.
- ❖ *A strategic thinker* who conducts project resource requirements planning, obtains resourcing approvals engages Managers/Directors to secure resources and proactively identifies project resourcing issues and risks.

Who you are: If you tick all of these boxes, and you have a degree in a related discipline to the work (Civil Engineering, Construction Management), a Certificate in Project Management is required (such as PMP, PgMP, PMI-CP or similar), a professional designation or Master's degree in a related field is considered an asset, and a minimum of 8 years' experience leading complex, development projects then we would love to hear from you!

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come work with us! In addition to a competitive salary (\$121,291.56-\$133,287.43), we offer a fortnight schedule (70 hours bi-weekly) which allows for an earned day off every second week.

We can't wait to hear from you! A complete job advertisement can be viewed below.

This is an exempt position and is excluded from Union membership.

Please submit your cover letter and resume quoting competition #24-22 to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: jobs@squamish.ca

Application deadline: Open until filled.



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As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.



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External Job Posting

Position:	Manager – Major Projects – Industrial
Status:	Temporary Full-Time (anticipated end date January 31, 2026)
Work Area:	Major Projects - Industrial
Posting Date:	February 15, 2024
Closing Date:	Until position filled

GENERAL SUMMARY

Reporting to the Director of Major Projects – Industrial, the Manager of Major Projects - Industrial (MPI) will manage the District’s regulatory requirements project for Fortis and WLNG development projects in Squamish. This includes responsibility for the District’s permitting reviews, development, and implementation of agreements (Right of Way, Service Agreements, etc.), and coordinating regulatory review processes (BC Energy Regulator, Environmental Assessment Office EAO, etc.). The Manager of –MPI oversees a cross functional, multi-disciplinary team throughout the entire project lifecycle and interfaces across departments to ensure full coordination and successful delivery of the project.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Supports the Director MPI by leading complex, cross-discipline projects.
- Develops, implements, and documents organizational project management processes aligned with ISO project management standards, including standard templates, governance requirements, and tools (Project Portfolio Management (PPM); project, risk, issues trackers; project dashboards; etc.).
- Plans projects in detail, clearly identifying project scope, charter, budget, and schedule as well as project issues and risks.
- Provides oversight and direction to and assigns and prioritizes work for Major Projects Industrial department staff.
- Directs and prioritizes project work for functional areas related to Major Projects Industrial portfolio of work.
- Conducts project resource requirements planning, obtains resourcing approvals, engages Managers/Directors to secure resources, and proactively identifies project resourcing issues and risks.
- Leads implementation and execution of project plans ensuring PMO project management best practices and processes are followed, including identifying and proactively managing project issues, risks, and scope creep.
- Engages with subject matter experts to prepare terms of reference for technical consulting services related to civil engineering design and construction; completes the tendering and selection process, or work with internal operational forces to deliver the design packages.
- Leads the coordination and manages inter-departmental review processes for project design drawings and standards, escalating any identified conflicts as necessary to senior staff for resolution.
- Ensures all relevant District Departments are consulted in the process and progress of the project.
- Oversees the management of multiple consultants and contractors.
- Procures project resources (e.g., contract administration services) as required.
- Organizes and leads project meetings with project team, internal/external parties, and vendors and manages actions and issues arising from them.
- Provides regular project status updates, including cost estimating, scheduling, and measuring project performance to Director and project Sponsors. Plans and implements adequate internal controls for reporting to Senior Management and Project Proponents.
- Leads project team(s) in the preparation of presentations, public engagement, and meetings with various members of the public, community groups, and partners.
- Facilitates project community inputs to arrive at optimum solutions.
- Ensures that project performance meets expectations in terms of timelines and scope completion.
- Ensures proper project closeout at completion with the assistance of the Project Coordinator.



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- Oversees sign-off process for project deliverables from project community. Organizes and conducts a lessons-learned session. Documents and presents a project closeout analysis.
- Performs other duties/responsibilities as required.

KEY COMPETENCIES

- Collaboration - Building team commitment and spirit
- Holding People Accountable - Insisting on high performance
- Managing Risks - Champions the organization's culture in relation to risk
- Relationship/Network Building - Proactively establishing planned networks to address specific issues
- Resiliency - Delivering results consistently over a time
- Creative Problem Solving and Decision Making - Identifying and considering options to solve a problem or issue

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Through knowledge of Project Management methodologies, processes, standards, and policies.
- Proven ability to apply Project Management methodologies for successful completion of large scale, multifaceted projects.
- Considerable knowledge of ISO standards to support development and implementation of good practice standards in project management.
- Demonstrated experience working within or alongside local public sector organizations and regulatory bodies.
- Exceptional communication skills: ability speak effectively in public through formal and informal meetings, presentations, and reports.
- Ability to influence, carry out skillful negotiations, and champion interest-based conflict resolution.
- Ability to organize, co-ordinate and oversee project team members to achieve project goals.
- Ability to analyze complex matters and situations and determine appropriate courses of action.
- Ability to manage large workloads and multitask effectively to meet deadlines.
- Ability to read complex architectural, engineering, and legal plans and applicable specifications.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable.
- Degree in related discipline to the work (Civil Engineering, Construction Management).
- Certificate in Project Management is required, such as PMP, PgMP, PMI-CP or similar.
- A professional designation or Master's degree in related field is considered an asset.
- Minimum eight years experience in leading complex, development projects.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

The District of Squamish may consider applications who do not fulfill all requirements of the position if no fully qualified applicants apply.

Hours of Work: Monday to Friday, 70 hours bi-weekly with a compressed work week (9 day fortnight).

Salary: Salary range: \$121,291.56- \$133,287.43

This is an exempt position and is excluded from the Union.

Direct Your Application (Quoting Competition #) To: #24-22

Human Resources

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