



# SQUAMISH

HARDWIRED *for* ADVENTURE

*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.*

## External Job Posting

<b>Position:</b>	<b>Project Manager 1 – Facilities Planning and Construction</b>
<b>Status:</b>	Permanent Full-Time
<b>Work Area:</b>	Facilities Planning, Construction and Maintenance
<b>Posting Date:</b>	February 3, 2025
<b>Closing Date:</b>	March 2, 2025

## GENERAL SUMMARY

Under the direction of the Director of Facilities Planning, Construction and Maintenance, the Project Manager 1 manages the design and construction of a variety of major municipal buildings and facilities. Working within the Facilities Planning, Construction and Maintenance department, the Project Manager 1 oversees building construction and renovation projects while working closely with key stakeholders. This position manages architectural and engineering consultants and contractors while working collaboratively with other departments and multi-disciplinary teams to deliver critical new buildings and upgrades to meet the needs of a growing community.

## MAIN DUTIES AND RESPONSIBILITIES

- Contribute 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.
- Project manage small to medium scale projects, or a standalone phase of large project, including gathering and defining project requirements; developing project charters and scope, project plans, budgets and schedules; identifying staffing requirements.
- Follow project management methods, procedures, safety, and quality objectives, and tracks metrics for assessing progress, keeping stakeholders and management well informed of progress.
- Provide work direction, including scheduling, assignment of work, review of project efforts. May provide technical oversight to assigned project team.
- Assess variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives,
- Liaises with other departments within the District to ensure a coordinated and consistent approach.
- Keep management apprised of progress and issues by conducting formal and informal reviews. Conducts formal review with manager at project completion to confirm acceptance and satisfaction.
- Identify and recommend potential improvements in current methodologies.
- Establish effective working relationship with project sponsors, stakeholders, architects, contractors, partners, clients and public. Seek common interests and, with manager or senior staff support, negotiate and develop mutually satisfactory solutions while optimizing benefits for the District of Squamish.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Sound knowledge of architectural design, space and facility planning, engineering and construction principles and practices, as well as BC Building Code, the rules, regulations, and policies governing the construction industry.
- Sound knowledge of Project Management methodologies, processes, standards and policies.
- Demonstrated experience and exposure to all stages of a project lifecycle from concept and feasibility analysis through to implementation and close out.
- Sound knowledge and awareness of regulations, codes and safety standards in design and construction.
- Sound understanding of the importance of respecting the regional traditions and indigenous regulations towards a project.
- Sound understanding of risk management and ability to identify technical, public interest and public safety risks.
- Sound understanding of sustainability concepts, trends, and impacts.
- Some knowledge of various project delivery methods including Design-Bid-Build, Design-Build, Integrated Project Delivery, Construction Management at Risk, as well as the CCDC suite of contracts.
- Knowledge of the District of Squamish is an asset.



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- Ability to review simple to moderately complex designs and technical documents to provide feedback, suggest alternatives, and identify issues and risks.
- Ability to analyze moderately complex information and recommend timely and sound decisions.
- Ability to develop project budgets, review consultant cost estimates, track and report costs and variances.
- Ability to ensure quality management principles and practices are followed during the course of a project.
- Demonstrated ability to communicate effectively both verbally and in writing with team members, clients, contractors and members of the public, along with the ability to facilitate group discussions.
- Ability to express technical and non-technical issues and information to a variety of audiences.
- Proven, effectively delegate and hold project team members accountable for their deliverables
- Ability to work collaboratively and in a professional, respectful and courteous manner.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Technical degree or diploma in related discipline is required.
- Formal training in Project Management methodologies preferably consistent with those provided by PMI (Project Management Institute). Project Management Professional (PMP) certification preferred.
- Minimum of three (3) years of Project Management experience is required.

## OR

- An equivalent combination of education, training and experience.

## 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.

**Hours of Work:** 70 hours biweekly, with a compressed work week (9 day fortnight schedule). Some flexibility is required to work outside of regular working hours.

**Salary:** Salary range: \$101,425.80 - \$111,456.93\*, as well as a comprehensive benefits package.  
\*2024 rates. Posting will be updated with 2025 rates once available.

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

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #25-22** or submit your paper application to:

Human Resources

District of Squamish

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

*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 [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*