



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

Position:	Project Manager 2 – Capital
Status:	Permanent Full-Time
Posting Date:	March 28, 2024
Closing Date:	Open until filled

GENERAL SUMMARY

Under the direction of the Manager, Capital Projects, the Project Manager 2 manages a broad range of municipal design and construction projects including transportation, water, sewer, electrical, dike, park, solid waste, and other civic infrastructure. Working within the Engineering Department and Capital Team, the Project Manager 2 oversees the full lifecycle of municipal infrastructure project delivery from initiation to close-out. This position manages consultants and contractors while working collaboratively with other departments and multi-disciplinary teams to deliver critical infrastructure that 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 medium to large scale projects, or a standalone phase of large complex project, including gathering and defining project requirements; developing project charters and scope, project plans, budgets and schedules; identifying staffing requirements and establishing project teams.
- Follow project management methods, procedures, safety, and quality objectives, and tracks key performance indicators.
- Provide work direction and technical oversight to assigned project team, including scheduling, assignment of work, and review of project efforts project success.
- Review designs and technical documents to provide feedback, identify issues and suggest alternatives.
- Conduct field reviews of construction activities and identify and review non-conformances.
- Champion sustainability through social innovation. Explore constraints creatively and redefines challenges to capitalize on connections. Identify opportunities to improve services and processes to create incremental organizational and social value.
- 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 time, cost, and quality objectives.
- Liaises with other departments within the District to ensure a coordinated and consistent approach.
- Establish effective working relationships with internal departments and external parties and agencies. Work collaboratively, negotiate tactfully in a timely manner, and navigate the processes and mechanisms necessary to develop mutually satisfactory solutions while optimizing benefits for the District of Squamish.
- Keep stakeholders, sponsor and management apprised of progress and issues by conducting formal and informal reviews. Conducts formal review with sponsor and/or Engineering Leadership at project completion to confirm acceptance and satisfaction.
- Foster a culture of continuous learning and improvement; facilitate information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team Maintain appropriate professional designations and up-to-date knowledge of current techniques and tools.
- Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Considerable 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.
- Considerable knowledge and awareness of regulations, codes and safety standards in design and construction.
- Considerable understanding of the importance of respecting the regional traditions and indigenous regulations towards a project.



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- Considerable understanding of risk management and ability to identify technical, public interest and public safety risks.
- Considerable understanding of financial project management; ability to develop project budgets, review cost estimates, track and report costs and variances.
- Considerable knowledge of MMCD, MMCD contracts and procurement best-practices.
- Proven experience incorporating and implementing sustainable designs, standards, or practices.
- Ability to research and analyze complex information, provide feedback, suggest alternatives, identify issues and risks, and make sound decisions.
- Ability to Identify construction challenges through thorough understanding of construction design, sequencing and types of work.
- 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. Proven ability to facilitate discussions including mediation, negotiation and problem-solving.
- Proven ability to lead, 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.
- Project Management Professional (PMP) certification, or equivalent, required.
- Minimum of five (5) years of Project Management experience is required.
- Knowledge of the District of Squamish is an asset.

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: Monday to Friday, 70 hours biweekly, with a compressed work week schedule (9 day fortnight).

Salary: Salary range: \$105,607.31 - \$116,051.98 as well as a comprehensive benefits package

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

Direct Your Application (Quoting Competition #) To: #24-51

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

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 and include Accessibility in the subject line. We thank all applicants for applying.