



# Job Description

## Project Manager

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Senior Project Manager

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** Environmental Services

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### SUMMARY OF POSITION:

Reporting to the Senior Project Manager, this position is primarily responsible for contracting and managing new construction projects for the Community, Environmental and Fire & Emergency Management Services groups throughout the Regional District of Central Kootenay (RDCK). This position is engaged in all aspects of capital projects, overseeing multiple projects at a time and ensuring they are completed in a timely and cost effective manner. The Project Manager will monitor each project from original budget estimates or feasibility study level through to completion of capitals works including warranty period while ensuring that standards and contracts are being efficiently fulfilled. The incumbent is responsible for tendering works within corporate policy, award and contracting, creating and administering project management systems, capital project budget management, contractor performance management, and ensuring contractors follow established safety and environmental procedures. This will include on larger projects supervision of engineering and consulting contracts.

### ROLE AND RESPONSIBILITIES:

As a member of the Environmental Services team, responsibilities include, but not limited to:

1. Plan and coordinate capital projects to deliver objectives set by the General Manager of Environmental Services.
2. Establish and lead project teams including contractors and subcontractors responsible for individual projects. Participate in the selection of contractors required for specific projects by assessing project requirements in conjunction with the Senior Project Manager and departmental General Managers.
3. Establish good working relationships with contractors and subcontractors and work closely with each to adapt to changing priorities.
4. Track schedules, project plans, and cost to ensure contractors fulfil the terms and conditions of their contracts.
5. Investigate variances and take necessary action to resolve issues as they arise.

6. Work with Site Inspectors to monitor works and to promote informed projection decision making.
7. Obtain easements, statutory right-of-ways, license of occupations and other forms of land access permissions as required for completion and long-term operation of projects.
8. Make decisions regarding the purchase of service and materials within established spending authority.
9. Plan and execute daily and weekly work programs.
10. Complete reporting for project owners, the Board and other stakeholders as required.
11. Other duties as assigned.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Degree qualification in Engineering or a related field + 3 years experience in a project management role in civil or buildings infrastructure; **OR**
- Diploma qualification in Engineer Technology or a related field + 5 years experience in a project management role in civil or buildings infrastructure.
- Completion of CAD courses and related engineering software courses including MS Projects.
- Valid BC Driver's License with satisfactory driver's abstract.
- Satisfactory Criminal Record.
- Lesser qualified applicants may be considered if they have a demonstrated and proven combination of relevant training and experience.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated skill and ability to manage project scope, cost and scheduling.
- Thorough knowledge of the methods, practices, tools and equipment used in the installation, construction and maintenance of municipal engineering services and facilities such as parks, fire halls, recreation facilities, sewers, water lines, water treatment facilities, roads, retaining walls, buildings, storm sewer systems, pump stations, road construction and other related services and facilities.
- Considerable knowledge of the methods and practices used in inspecting and regulating construction work, application of environmental regulations, installation and maintenance projects and of the regulations, standards, bylaws and other requirements related thereto.
- Proven knowledge of basic principles of civil engineering, GPS and land surveying, G.I.S. and testing equipment and procedures. Demonstrated skill in use of computers and Microsoft operating system.
- The position requires a high degree of independence and decision making in the field.
- Ability to determine the quality of workmanship and materials through inspection and field observation; identify and recommend corrective measures where required and applicable and enforce compliance with standards, design, regulations and other requirements with authority and impartiality.

- Ability to read and interpret plans, specifications, contract documents, drawings and establish and maintain effective liaison with contractors, developers, engineers and other internal and external contacts.
- Ability to manage simple to complex construction projects using established project management practices and tools including computer based project management software.

#### **WORKING CONDITIONS**

- This position will work on projects spread across the entire Regional District, which covers more than 23,000 kilometres<sup>2</sup>; in all weather conditions and terrains.
- The Project Manager will spend most of their time in the office, though work on site is a requirement of this role.

#### **IDEAL/PREFERRED CERTIFICATIONS (WILL PUT IN THE JOB POSTING ONLY)**

- Certificate in Project Management from a recognized post-secondary institution, or have taken steps toward a PMBOK.
- Previous project management experience in municipal government environment.
- Contract management experience with MMCD and/or CCDC software.

#### **ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date