



SENIOR PROJECT MANAGER
(Regular)
Two (2) positions
Job Description Under Review

Competition #: 116-COV-21
Closing Date: Internal applicants – October 20, 2021
External applicants – October 27, 2021
Rate of Pay: \$45.99 per hour (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
Band: 16 – Schedule A (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
Days/Hours: Monday to Friday / 35 hours per week

The City is seeking two (2) Senior Project Managers:

One position will focus on the delivery of parks Infrastructure projects. The portfolio of parks projects will include delivery of projects ranging from multi-million dollar projects that will serve the entire community to smaller amenities including community trails and neighborhood parks. The City's preference is looking to fill this role with an individual with education, previous experience and/or a keen interest to apply their current skills to the delivery of these projects.

The second position will focus on the delivery of projects related to City building facilities and wastewater treatment and disposal infrastructure. The portfolio of projects will include delivery of projects that will include managing contracts related to building facility renewal (building envelope, HVAC) and renewal of mechanical, civil and process related wastewater treatment and disposal infrastructure. The City's preference is to fill this role with an individual with education, previous experience and/or a keen interest to apply their current skills to the delivery of these projects.

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Reporting to the Infrastructure Engineer, this position acts as the City's project manager to plan and deliver municipal infrastructure projects. The position acts as the City's main point of contact for all aspects related to the planning, delivery, coordination and administration of each assigned project. The position will primarily manage external consultants and contractors for project delivery, but will perform design and construction administration roles for select projects. This position manages several capital projects and project teams at once.

The Project Manager will play an important role in advancing the yearly Capital Program. The position will manage municipal infrastructure projects and project teams using the latest standards and best practices for project management and stakeholder engagement. The projects assigned to the department will encompass all areas of municipal infrastructure including sanitary collection, treatment and disposal, water distribution, drainage, transportation, buildings/facilities and parks. The projects assigned to each project manager will focus on an area of expertise but all Senior Project Managers will be expected to provide Project Management coverage for all municipal projects.

Duties:

- Project management and coordination for the delivery of infrastructure and servicing related to City projects.
- Coordinates infrastructure projects, which involves defining the project scope, preparing cost estimates, procurement of consultants to provide preliminary and detailed designs, coordinating with internal and external stakeholders, agencies and utilities, coordination of the public participation process during design and construction, coordination of tendering, interfacing and coordinating with stakeholders, agencies and utilities, contractors and consultants during construction and coordinating with consultants, and internal departments for financial and data management during project closeout.
- Develops terms of reference for infrastructure projects, reviews consultants' designs, plans, tender packages, reports and monitors consultants' performance on behalf of the City.
- Develops and manages project budgets from the project initiation stage, through design, construction and project closeout. This includes management of the various funding sources applied to each project. Reviews and authorizes/validates payments to external service providers and suppliers.
- Develop scopes of work for procurement of professional services related to design, construction and servicing for municipal infrastructure and documents for construction services including Expressions of Interest and/or Request for Proposals, and Tender Documents.
- Develops and maintains good external contacts with applicable contractors, suppliers, distributors, government regulatory agencies, private organizations, and utility groups on matters relating to municipal projects and industry practice.
- Ensures infrastructure construction projects adhere to government, utility, indigenous, and other corporations' regulations, standards, legislation and approvals. Coordination, consulting, and working through the approval process with these agencies for project approvals.
- Writes Council reports and presents reports to Council, as required.
- Reviews infrastructure designs in consultation with operations department managers for compliance with applicable standards.
- Prepares project estimates and concepts for the annual Capital Budget and rolling capital plan to meet Council and City infrastructure directives.
- Provides infrastructure expertise related to project scoping, review and provides recommendations for studies relating to area and region servicing.

- Applies the Local Government Act funding mechanisms including Local Service Areas and Development Cost Charges.
- Performs field inspections of constructed works for quality assurance with City requirements.
- Acts as the Client (City) Representative in MMCD Client/Consultant contracts, and as the Owner's Representative in MMCD construction contracts.
- Acts as the Inspector and/or Contract Administrator for construction projects from time to time. Conducts meetings, and corresponds with the contractor. Works with the Infrastructure Engineer with change negotiation and dispute resolution. Reviews drawings and specifications.
- Accepts contractor completed works on behalf of the City, including conducting walk-throughs, warranty period inspections, and deficiency lists.
- Resolves complaints, disputes and responds to inquiries regarding City bylaws, policy and infrastructure.
- Works with the project team and Infrastructure Engineer to resolve contract disputes.
- Provides timely insight to the Infrastructure Engineer on how to keep projects on schedule and on budget or adjust as needed.
- Meets with developers, contractors, managers, other staff and general public to discuss projects, provide direction and recommendations, in accordance with City standards and requirements for infrastructure projects.
- Chairs and/or assists with holding public meetings related to infrastructure projects or other City initiatives.
- Recommends and implements revisions to City bylaws to provide consistency with good engineering and construction practice, and promotes good development practices.
- Prepares engineering drawings using computer aided drafting methods.
- Investigates, researches, and prepares reports on technical issues.
- Prepares grant funding applications for municipal projects.
- Coordinates with grant administrators for the preparation of grant reporting materials to meet grant funding requirements.
- Ensures that processes and tools are used and sustained and provides input to the continuous improvement of those processes and tools.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in Civil Engineering Technology, Mechanical Engineering Technology, Building Engineering Technology, Landscape Technician, or equivalent education in a related field from an accredited technical institute will be considered.
- Eligible for registration as a Technician or Technologist in the ASTTBC or equivalent.

- Minimum 8 years' experience in municipal infrastructure which could include one or several of the following: sanitary collection, treatment and disposal, water distribution, drainage, transportation, buildings/facilities and parks infrastructure.
- BC Driver's Licence, Class 5, in good standing.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability to manage several projects simultaneously, of considerable scope and complexity, on time and within budget
- Comprehensive knowledge of design and project management concepts related to municipal engineering, construction, stakeholder engagement, collaboration, organization, planning, and analytical and problem-solving skills in the delivery of infrastructure projects.
- Comprehensive knowledge of municipal, provincial and federal regulations related to land and infrastructure development.
- Exceptional interpersonal skills and the ability to work successfully within a team.
- Well-developed professional oral, written, presentation, and interpersonal communications skills, knowledge, and experience.
- Demonstrated delivery of infrastructure projects.
- Working knowledge of WorksafeBC requirements and responsibilities applicable to owners and prime contractors in municipal construction projects.
- Ability to work with little supervision.

Preferred Education and Experience:

- Degree in Civil Engineering, Mechanical Engineering, Building related Engineering, Landscape Architecture, or equivalent education in a related field.
- Demonstrated experience working with Master Municipal Construction Document (MMCD) Contracts, Canadian Construction Documents Committee (CCDC) Contracts and/or experience working with contracts in a client, consultant, and contractor relationship.
- Formal training in Project Management or other relevant area of study considered an asset.
- Project Manager Professional (PMP) certification
- Construction inspection experience.
- Public speaking and meeting facilitation experience.
- Experience with or interpretation of the output from computer modelling software in a sanitary or drainage application.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge and skill with the latest version of Civil 3D, Microsoft Excel and Word, PowerPoint, and presenting and translating data insights into reporting and decision documents, and or other applicable software programs.
- Ability to prepare engineering drawings and graphics using computer aided drafting (AutoCAD/Civil 3D or equivalent) methods, as required.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!