



**CO-OP/NEW GRAD – SENIOR PROJECT MANAGER
(Temporary)
*Subject to the return of the incumbent***

Competition #: 97-COV-22
Closing Date: Internal applicants – June 15, 2022
External applicants – June 22, 2022
Rate of Pay: \$37.53 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 of Vernon encourages all enthusiastic engineering students or recent graduates to apply. The successful candidate will be working towards or has recently completed a diploma in Civil Engineering Technology or a related field from an accredited technical institute

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 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.

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, and interfacing with stakeholders during construction.

- Develops and manages project budgets from the project initiation stage, through design and construction. This includes management of the various funding sources applied to each project.
- 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.
- Writes Council reports and presents reports to Council, as required.
- Designs and reviews municipal works projects for road, water, sewerage, and drainage infrastructure.
- Prepares project estimates and concepts for the annual Capital Budget and rolling capital plan to meet Council and City infrastructure directives.
- Provides civil infrastructure expertise related to project scoping, review, and providing 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.
- Resolves complaints and responds to inquiries regarding City bylaws, policy and infrastructure.
- 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 promote good development practices.
- Prepares engineering drawings using computer aided drafting methods.
- Investigates, researches, and prepares reports on technical issues.
- Assists in the preparation of grant funding applications.
- 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:

- Current student or recent graduate from a diploma in Civil Engineering Technology, or in a related field from an accredited technical institute.
- BC Driver's Licence, Class 5.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of design and project management concepts related to municipal engineering and the delivery of infrastructure projects.
- Ability to manage several projects simultaneously.
- 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.
- Ability to communicate professionally both orally and in writing.
- Demonstrated delivery of infrastructure projects.
- Ability to work with little supervision.

Preferred Education and Experience:

- Demonstrated experience working with Master Municipal Construction Document.
- Project Manager Professional (PMP) certification
- Comprehensive knowledge and skill with the latest version of Civil 3D, Microsoft Excel and Word, or other applicable software programs.
- 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.

Conditions of Employment:

- As a fundamental term and condition of employment with the City of Vernon, candidates will be required to provide proof of full vaccination against COVID-19.

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!