



## **The City of Grand Forks – Job Posting**

**Position Title:** Director of Capital Projects

**Department:** Capital Projects and Engineering

**Position Type:** Full Time Regular, Exempt

**Hours of Work:** 40 hours per week, M-F, 8am-5pm

**Salary:** \$100,000 - \$120,000

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible once in a lifetime opportunity for a motivated individual to the City's overall capital infrastructure and asset management program while overseeing the final stages of the flood mitigation projects.

Under the immediate direction of the Chief Administrative Officer, this position is responsible for overall program management of capital infrastructure projects in the City. Along with the current and proposed projects in the City's capital plan, this position will be responsible for the management of structural and natural works associated with construction of new flood mitigation systems to manage floodwaters in the City.

The ideal candidate has a combination of education, training and experience equivalent to a university engineering degree combined with a minimum of five (5) years local government experience in a related field or an equivalent combination of education and experience. This person brings demonstrated leadership and relationship building skills; considerable knowledge of project management and procurement, asset management, contract and budget administration; operations experience, and a well-rounded understanding of local government legislation and practices. Exceptional oral and written communication skills are a must, along with the ability to prepare complex, technical reports for non-technical audiences.

A complete job description is available on the City's website at [www.grandforks.ca](http://www.grandforks.ca)

Using the subject line "Director of Capital Projects", please submit your resume and cover letter, in confidence, to Duncan Redfearn, Chief Administrative Officer: **[corporate@grandforks.ca](mailto:corporate@grandforks.ca)**

Applications will be accepted until 4:00 pm on Monday, April 8, 2024.



# DIRECTOR OF CAPITAL PROJECTS

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible once in a lifetime opportunity for a motivated individual to the City's overall capital infrastructure and asset management program while overseeing the final stages of the flood mitigation projects.

Grand Forks is preparing to implement some large-scale capital works projects, including a Water Reservoir/Improvements project (\$3.6Million), a Downtown Storm Water project (\$4.6Million), and the continuation of the flood mitigation program (estimated at \$7.5-10Million remaining).

Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails to extreme downhill biking, skiing, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!



Settle down.

## THE CORPORATION OF THE CITY OF GRAND FORKS JOB DESCRIPTION

### **Director of Capital Projects**

#### SUMMARY:

Under the immediate direction of the Chief Administrative Officer, this position is responsible for overall program management of capital projects in the City. Along with the current and proposed projects in the City's capital plan, this position will be responsible for the management of structural and natural works associated with construction of new flood mitigation systems to manage floodwaters in the City. These responsibilities will include development and continuation of capital program schedules, RFP developments, bid evaluations, sequences of construction, integration of multiple grant streams, procurement, and overall program management responsibilities. The City of Grand Forks offers a competitive salary and benefit package.

#### DUTIES AND RESPONSIBILITIES:

The duties of the Director of Capital Projects will include but not be limited to:

- Management of the City's infrastructure capital plan including prioritization of projects through continuous review and updates
- Manage capital projects from inception through commissioning including development of a program schedule, RFP development, evaluation of bids, determining sequence of construction, managing grant financials and reporting requirements, general procurement, and overall program management.
- Manage and review the work of engineering and architectural consultants and contractors for capital projects.
- Exercise technical and functional supervision over professional, technical, and other staff, as well as outside consultants and contractors, as required.
- Develop and manage projects and budgets.
- Develop and implement programs that are consistent with contemporary asset management principles for City assets.
- Manage and maintain the electronic and hard copy drawing database for the departments.

- Approve expenditures and other transactions within limits of authority and take necessary action to protect civic funds and assets against loss and waste.
- Solicit proposals from and negotiate with suppliers and contractors to establish and administer project related contracts.
- Provide technical engineering support for all departments as needed.
- Ensure that projects are conducted in accordance with all applicable codes, regulations, and standards.
- Prepare technical and business reports for presentations, public responses, internal memos, and other documents.
- Participate in meetings of Council, other departments, public meetings and meetings with consultants and contractors.
- Technical/personal development and coaching others as needed.
- Perform related duties as required.

#### COMPETENCIES:

- Experience working in a municipal environment on behalf of the municipality.
- Demonstrated ability to tactfully address the concerns of stakeholders in an emotionally charged environment.
- Demonstrated skill in project management, conducting presentations, communicating ideas and leading in group discussion.
- Ability to manage time-sensitive and high priority projects.
- Exceptional people management, leadership, and verbal/written communication skills.
- Exceptional record-keeping skills both manually and electronically.
- Ability to express ideas effectively, in oral and written form, with emphasis being placed on the ability to prepare comprehensive reports for presentation to management and City Council and to communicate orally to large group audiences.
- Ability to promote and adhere to the principles of teamwork including participation, shared responsibility, open communication, trust and mutual support and the establishment of continuing effective working relations with superiors, subordinates, members of Council, contractors, suppliers and the general public.
- Able to work independently and develop initiatives and programs in response to the needs of the department as well as corporate policies and goals.
- Knowledge of and dedication to safe work practices.
- Willingness to be flexible in a changing work environment.
- Organized, self-motivated, and able to manage competing priorities.
- Proficient in CAD and GIS programs, and knowledge in cloud technology, in particular Microsoft SharePoint.
- Proficient in Microsoft Office applications, including Microsoft Project.
- Ability to work independently and within a team environment is essential.

- Ability to travel as required.

#### QUALIFICATIONS:

- University Engineering Degree combined with a minimum of five (5) years local government experience in a related field OR an equivalent combination of education and experience.
- Membership or eligibility for membership as a registered Professional Engineer or other relevant association considered an asset.
- Comprehensive knowledge of engineering principles, processes, theories, statistics, and technologies.
- PMP designation or Project Management formal training is highly desired.
- Broad engineering and construction skills knowledge in multiple disciplines an asset.
- Minimum valid Class 5 driver's license.