



Job title	<i>Project Manager</i>
Reports to	<i>Senior Manager of Operations</i>

Job purpose

Reporting to the Senior Manager of Operations, the Project Manager oversees the Engineering Department as well as the implementation and administration of internal and contracted capital works programs and special projects. Review and make recommendations for approval of servicing for subdivisions, ensuring compliance with City of Kimberley standards and bylaws while ensuring adherence to timelines, budgets, quality standards and safety are maintained. Liaise with developers, engineers, architects, government agencies, contractors, managers and staff as required. Undertake other duties as assigned.

Duties and responsibilities

- Under the direction of the Senior Manager of Operations, develop, implement and administer capital works programs and projects.
- Perform research and document preparation for posting of tender documents including evaluation and review of received submissions.
- Assist with the preparation of annual capital budgets for the Operations Department and other departments as directed; recommend authorization of the purchase of materials, equipment, and supplies in accordance with City policies.
- Under the direction of the Senior Manager of Operations, develop long range capital work plans to upgrade or replace aging infrastructure.
- Use tact, good judgement and independent initiative to work with City managers and staff, developers and their agents, consultants, government agencies, utility companies and the public.
- Perform various administrative activities including:
 - Review of engineered drawings to ensure compliance with Subdivision and Development Servicing Bylaws and MMCD;
 - Manage Engineering Department personnel and direct them in the acquisition and delivery of engineering relating to developments, public works, inspections and capital works projects.
 - Lead and administer the City's Asset Management Program. Develop plans and policy following best management practices and working with other Operations Managers.
- Prepare and provide reports, as required.
- Attend interdepartmental meetings and management meetings, as required.

- Review current, relevant bylaws and make recommendations and if directed draft amendments for City of Kimberley’s 2020 bylaws governing Public Works, servicing and operations for presentation to Council.
- If requested, participate on committees as the City representative.
- Maintain a level of continuing education to keep abreast of development in all phases of City operations, including current knowledge of related fields.
- Act on behalf of the Senior Manager of Operations as directed.
- Research available grants for the Operations Department and others as requested, and work with the Chief Administrative Officer and Manager of Community Development & Communications on grant applications.
- Develop “shovel-ready” plans for future projects with Engineering staff and consultants.
- Project Planning and Execution:
 - Develop comprehensive project plans, defining scope, objectives, timelines, and resource needs.
 - Execute projects according to established plans, ensuring all aspects align with organizational goals.
- Team Leadership:
 - Lead and motivate cross-functional teams, fostering collaboration and effective communication.
 - Provide guidance and support to project team members, ensuring roles and responsibilities are clear.
- Budget and Resource Management:
 - Oversee project budgets, monitoring expenditures and ensuring financial targets are met.
 - Efficiently allocate resources to optimize productivity and minimize risks.
- Risk Management:
 - Identify potential risks and develop strategies to mitigate them.
 - Implement proactive measures to address unforeseen challenges and ensure project success.
- Stakeholder Engagement:
 - Cultivate strong relationships with clients, contractors, and other stakeholders.
 - Communicate project progress and address concerns to maintain positive partnerships.
- Quality Insurance:
 - Enforce quality standards throughout project phases, conducting regular inspections and assessments.
 - Implement corrective actions as necessary to uphold project quality.
- Regulatory Compliance:
 - Ensure all projects adhere to relevant regulatory requirements and industry standards.
 - Stay abreast of updates in regulations and adjust project plans accordingly.
- Carry out such other duties and responsibilities as may be assigned from time to time.

Qualifications

Education:

- Completion of a post-secondary program in Civil Engineering or Construction Management – Minimum of Civil Technologists Diploma or equivalent.
- Minimum of valid Class 5 BC driver's license.

Experience:

- Minimum 2-6 years of experience in a similar or parallel field.
- Proven contract administration and project management skills. Demonstrated ability to organize and prioritize project components for multiple projects that are being completed concurrently.

Skills:

- Strong leadership and interpersonal skills.
- Exceptional problem-solving and decision-making skills.
- Proven experience participating as a member of a management team in support of corporate and municipal goals;
- Ability to establish and maintain effective working relationships with architects, prime contractors, general contractors, developers, owners, all levels of staff, officials, municipal, provincial, business and union officials and representatives, and the general public;
- Ability to prepare specifications, and cost estimates;
- Ability to clearly present written and verbal information; communicates effectively in both positive and negative circumstances; listens well;
- Possesses exceptional presentation skills;
- Effective negotiation, interpersonal and management skills;
- Ability to interpret and implement strategic plans;
- Ability to effectively manage conflict, including leading challenging and controversial conversations;
- Superior organizational skills and the ability to perform multiple duties simultaneously while keeping within deadlines.

Working conditions

This position is primarily an inside work environment but will require outside site reviews and inspections during inclement weather conditions and adverse site conditions.

Overtime during the week or on weekends may be required to attend council meetings or address project requirements as required.

This position will perform on-call duties as part of the weekly rotation with other Operations Managers. Schedule provided annually and is approximately once every five (5) weeks, subject to change with notice.

Physical requirements

May be required to lift a maximum of 50lbs.

Supervision received

Senior Manager of Operations or designate.

Direct reports

Chief Operator Engineering (EAI), Engineering Assistant I (EAI), GIS Technician.
