

Job Description

Position: Project Manager

Status: Full Time, Permanent, Non-Union

Department: Infrastructure and Engineering

Reports to: Director of Infrastructure and Engineering

Location: Town Hall

Salary Range: \$87,445 - \$101,375

General Accountability

The Project Manager is a non-union position that provides daily project management and technical support to the Town's Project Management Office. Reporting to and under the direction of the Director of Infrastructure and Engineering, the position's office is located at Town Hall. The individual would be responsible for the effective use of Infrastructure and Engineering resources in dealing with the execution of the Town's capital and operational projects budget.

Where the Manager would be involved in many Department-wide projects, the Manager will also interact with other Managers, Supervisors, or municipal service delivery staff as such duties are undertaken and/or as other duties as may be assigned or required.

Where the position has primary responsibilities, other duties are often interlinked to other parts of municipal service delivery and are referenced below. As such, the position involves additional periodic participation as outlined when required.

Primary Responsibilities

- Writes, reviews, awards and manages Tenders, Requests for Proposals (RFP) and Requests for Quotations (RFQ) for capital and operational project needs.
- Provides management and inspection of projects for compliance with Town and/or Government standards and provides reporting and recommendations for improvements, where required.
- Manages and provides leadership to staff for division responsibilities, monitors job performance and productivity, and maintains department policy, where required.
- Daily operations:
 - Organizes and supervises daily activities by prioritizing and scheduling work in advance based on division workforce and task requirements and/or adjusting workloads for emergencies or special requests.,
 - Reporting status of incomplete or completed work,
 - Assignment of over-time to staff, and approval of biweekly timesheets and leave requests
- Ensure staff and contractors are appropriately safety trained, job trained and that all workplaces are maintained in a safe regulatory compliant manner.

- Enforces all safety regulations, policies, and procedures and ongoing department training in accordance with *Nova Scotia Occupational and Safety Act & Regulations* and maintains documentation with respect to same.
- Addresses and provides reports dealing with inquiries, complaints or requests from the general public or outside agencies.
- Approves and provides inputs to address department purchasing needs, monitors/controls expenses allocated to assigned budget.
- Ensures purchasing is done in compliance with purchasing policy
- Co-ordinates with other Town departments and divisions for various approved needs, as they arise.
- Participates in the preparation and administration of assigned program budgets, submits budget recommendations, monitors expenditures, works within budget, codes invoices for payment processing
- Develops comprehensive project plans, schedules, and timelines, and monitors progress against established milestones.
- Manages stakeholder engagement and communication plans, ensuring all parties are informed and aligned throughout the project lifecycle.

Capital Projects:

- Assists with or coordinates preparation of site drawings, quantity calculations and tender documents (construction, equipment purchase, etc.) issued for the Engineering Dept
- Undertakes evaluation and maintenance of files on contractor safety submissions
- Reviews and provides comments of traffic control plan submissions, liaise with Traffic Authority
- Coordinates with TOA staff for project assistance (Co-op Student, Public Works, Communications)
- Undertakes project management for Capital Projects
- Provides In-field supervision, liaising with contractors/inspectors, assessment of invoices for approvals
- Provides assistance in budgeting estimations and year-end projections
- Monitors and writes applications for federal and provincial funding, including providing information for monitoring reports, cash flow, and project close-out.
- Identifies potential project risks, develops mitigation strategies, and adjusts plans accordingly to ensure successful project outcomes.
- Evaluates and manages changes to project scope, timelines, and budgets, ensuring alignment with stakeholder expectations and Town policies.
- Conducts post-project evaluations, documents lessons learned and provides recommendations for continuous improvement.

Management Responsibilities (occasional):

Designate Duties (when designated for the absence of the Director of Public Works):

- Provides management of the department during day-to-day activities
- Provides reporting to CAO
- Attends Council meetings, Director's meetings, or JOHS meetings in Director's absence to answer questions, provide updates
- Approval of leave requests, and invoices

- Approval of timesheets for the Engineering Office, Electric Utility, Public Works, Treatment Facilities

Other Administrative Tasks as assigned:

- Participates in Statistics Canada Surveys
- Assists in development of an Asset Management Program
- Assists in Capital Planning / Budgeting

Qualifications

Education

- Post-secondary education in a relevant field is required.
- A bachelor's degree in civil or environmental engineering and a P.Eng. designation are an asset.
- At least 3–5 years of progressively responsible experience in project management, public works, civil engineering, or a related field.
 - Supervisory or leadership experience will be considered an asset.

Knowledge, Skills, Abilities

- Demonstrates experience with public procurement, including tenders, RFPs, RFQs.
- Demonstrates experience with engineering design and project management.
- Demonstrates a working knowledge of compliance regulations, operational processes, and municipal systems.
- Exhibits innovation, self-motivation, and excellent communication and interpersonal skills.
- Skilled in staff management and fostering collaboration within a team environment.
- Adept at supervising multiple projects simultaneously while meeting deadlines and adhering to project management requirements.
- Displays sound judgment, integrity, creativity, and resourcefulness in problem-solving and decision-making.
- Experienced in developing and executing policies and procedures.
- Knowledgeable in asset management practices and their application in municipal operations.

Relationships

The Project Manager is required to work in a professional environment and will work with municipal staff to achieve operational regulatory compliance requirements and provide regular updating and reporting to the Director of Infrastructure and Engineering as required.

The incumbent will be expected to take initiative to create a successful network of contacts and to work collaboratively with staff in providing supervisory requirements and leadership, while exhibiting good judgement and ethical behaviour, and create a team approach to implementing the initiatives of the Department.

Hours of Work

- 8:00am – 4:30pm, Monday to Friday
- Call-ins as required in accordance with stated Town policy.