

Corporate Capital Project Officer

This position will be fully accountable and responsible for successful delivery of Sturgeon County's capital program. More specifically, the incumbent will be directly responsible for project initiation, planning, execution, monitoring, control and close-out of a wide variety of capital projects that form the overall capital program

Responsibilities:

- Develop and maintain Sturgeon County's Capital Project Office as a leader in municipal project management as well as supporting the Manager of Engineering Services in strategic long term planning, preparation of business cases and budgets.
- Development, implementation, and oversight for the 4 Stage Capital Plan and establish a process for the delivery of this program.
- Establish expectations, professional development plans, and provide on-going job performance feedback, mentor, and coach direct reports.
- Manage numerous projects ranging in size and complexity. Significant consultation and negotiation with other County departments, contractors, consultants, and regulatory agencies will be required.
- Preparing and monitoring project budgets, council reports, tenders, pre-qualifications, and associated contract documents including assisting financial services in preparing for borrowing bylaws.
- Procurement and management of consultant and contractor services adhering to all County policies and that project schedules and budgets are maintained.
- Prepare tender documents and request for proposals to support capital and operating projects.

Job Skills Required

- Significant knowledge of Civil and Municipal engineering works in a structured project management environment is a mandatory skill and knowledge requirement.
- Project management, contract administration, contract writing, estimating and budgeting, negotiating and mediating skills are also required.
- Knowledge of building construction, familiarity with OH&S legislation, County bylaws, as well as other relevant legislation, standards, and publications is required. Time management and multitasking skills are also essential.
- Must be able to interpret the County's General Municipal Servicing Standards, understand Municipal Development, Area Structure Plans and land use bylaw statutory plans, the Municipal Government Act and various types of Servicing Reports

Qualifications:

- Bachelor of Science in Civil Engineering or a Certified Engineering Technologist with 10 years' experience.
- Professional Engineer or CET with the ability to obtain Professional Licensee with APEGA.
- Valid driver's license with a clear driver's abstract.
- Familiarity with other legislation or regulations which may be relevant to planning practices
- Project Management Certification would be an asset. (PMP)

Competition Number: 55-2016
Position Type: Permanent Full-Time
Rate of Pay: \$99,291 – 130,660
Hours of Work: 8:30 a.m. to 4:30 p.m.
Monday - Friday
Competition Closing Date: January 6, 2017

Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

As an employer, we continually seek individuals with the spirit to make things happen.

Sturgeon County
9613-100 Street
Morinville, AB T8R 1L9
County Centre
PH: 780-939-4321
Toll Free 1-866-939-9303
Fax 780-939-2076

E-mail: hr@sturgeoncounty.ca



Interested candidates are encouraged to submit their application/resume by mail, fax or email quoting the competition number.

Thank you to all applicants for their interest in Sturgeon County; however only those chosen for an interview will be contacted.

Your personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be used for the purposes of determining whether you are suitable and qualified for a position with Sturgeon County. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at the Sturgeon County Centre located at 9613-100 Street, Morinville, AB, T8R 1L9 or contact the FOIP Coordinator at 780-939-8366.