

CAPITAL PROJECTS AND INFRASTRUCTURE MANAGER

Position ID: J0417-0908

Job Title: CAPITAL PROJECTS AND INFRASTRUCTURE MANAGER

Job Type: Full Time

Department: Community Infrastructure

Number Of Positions: 1

Closing Date: May 10, 2017

Min Salary: \$124,320.00/Year

Max Salary: \$155,400.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

The City of Airdrie is seeking a Manager to guide and lead our Capital Projects group and Engineering Services team.

With respect to the Capital Projects aspect, this position will be responsible for all aspects of capital projects from conceptual scope development, detailed design, management of the design team, construction management, budgeting, reporting and leading the start-up, commissioning and training activities. With respect to the Infrastructure aspect, this position is also responsible for the Engineering Services department and ensuring that development-related infrastructure is appropriately reviewed, approved, constructed and transferred to the City.

Primary Accountabilities Include:

Reporting to the Director of Community Infrastructure, your primary areas of responsibility will be:

- Delivery of capital projects (buildings, roads, utilities, recreational facilities and other major civic infrastructure) generally in the range of \$500,000 to \$25 million
- Developing project-specific and client driven goals, schedules, budgets and detailed assumptions
- Ensuring that project scope, client expectations, performance metrics and specific deliverables are documented and appropriately actioned, including regular progress reporting
- Ensuring that developer-provided infrastructure is reviewed for consistency/alignment with City servicing plans/standards, constructed in accordance with City standards and industry best practices and adequately commissioned/tested prior to transferring to City ownership
- Ensuring that new infrastructure is compliant with Federal, Provincial and Municipal regulations and legislation
- Coaching, mentoring and leading assigned staff
- Being actively involved with existing City infrastructure needs and operational issues
- Coordinating a multi-disciplinary approach to civic infrastructure and development issues
- Building and maintaining positive and effective working relationships with internal departments, elected officials, industry associations, developers, contractors, regulatory boards and agencies

Education/Experience Requirements:

- Diploma or degree in Civil Engineering and currently hold the applicable designation as either a P.Eng., C.E.T., or P. Tech (Eng.)
- Hold or be able to obtain a PMP or CAPM designation with PMI
- A minimum of 10 years of leadership responsibilities and related experience is required (equivalent combination of education and experience may be considered)
- Budget management experience is required
- Practical knowledge and understanding of Federal, Provincial, and Municipal regulations and legislation

- Class 5 driver's license
- Proficiency with Microsoft Office and project scheduling software

Skills and Attributes:

- Proven track record of demonstrated leadership skills with the ability to positively influence others
- Strong observation, problem solving and decision making skills
- Exceptional written and verbal communication skills, including policy development, report preparation and public presentation skills
- Exceptional communication skills with the ability to build and maintain strong relationships with corporate departments, key business partners and customers
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to think strategically and see the big picture
- Political sensitivity, conflict resolution, and negotiation skills
- Ability to remain innovative and positive in times of imposed constraints and challenges
- Demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result based environment
- Ability to quickly align with shifting priorities, work assignments and timelines

Additional Information:

This is a full time position, 37.5 hours per week and includes a comprehensive benefits and pension package.

Please provide a cover letter expressing your interest in the position, what you can bring to the job and how you meet the education/experience requirements.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.