



**Position Title:** Program Manager, North Shore Wastewater Treatment Plant

**Position Status:** Full-Time Regular

**Department:** Project Delivery

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P4B (\$138,719.13 - \$163,194.52 annually)

**Our Project Delivery Department is seeking a Program Manager, North Shore Wastewater Treatment Plant who will manage program reporting and governance, ensuring the program is reported on in a consistent and efficient manner.**

**You are:**

- **Organized and a self-starter; takes initiative and is comfortable making decisions with limited information.**
- **Very strong written communication skills, including writing executive reports, briefing notes and monthly status reports.**
- **Experienced in public sector project reporting, with multiple levels of governance reporting.**
- **Experienced in capital project delivery considered an asset.**

**The Program Manager, North Shore Wastewater Treatment Plant reports to the Director, Major Projects.**

**This role:**

- A key member of the senior management team, works as a specialist/expert resource to manage the reporting on design, construction and commissioning of the North Shore Wastewater Treatment Plant upgrade program. Overseeing multiple support resources, responsible for coordinating and collating reporting for the design and construction activities for the project in a consistent and effective manner. In coordination with the Project Managers, prepares reports and presentations to senior management, executive management, Board and Committees and to internal and external stakeholders.
- Reporting to the Project Director, consults within and acts as a resource to others in the organization on strategic matters, identifies areas of risk or opportunity and develops action plans to meet the best interests of the department or organization. A senior member of a multi-disciplinary team consisting of engineering, technical and project controls staff, external consulting engineers and project management specialists, presents complex concepts and persuades others to adopt business directions.

- Accountable for program reporting and resource allocations, resolving problems with a high degree of independent judgment, interpreting policy in situations where considerable variation in interpretation is possible. The Program Manager must be knowledgeable of and apply both departmental and organizational strategic issues and plans in decision making. Works closely with the Director to determine overall priorities and establish work plans and contributes to the preparation of long range strategic and financial plans of the division and department.
- Hires, supervises, directs and motivates staff monitoring performance towards division, department and corporate objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches, and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience. Supervises and directs the work of consultants and contractors.
- Works collaboratively with staff to resolve complex technical, design, operational, or interpersonal issues staff encounter while doing their work. Facilitates information sharing among staff to transfer knowledge and experience and increase the efficiency and effectiveness of the team. Establishes effective working relationships with various stakeholders including municipalities, contractors and vendors, external stakeholders and partners, as well as local First Nations.
- Represents the division and works collaboratively with internal and external stakeholders to attain the Program's objective. Upholds Metro Vancouver's reputation through positive and forthright dealings with other organizations and members of the public. Understands the organizational culture and the processes/mechanisms necessary to attain work objectives.
- Performs other related duties as required.

**To be successful, you have:**

- A Bachelor's Degree in a relevant field such as Engineering, Landscape Architecture, Biological Sciences or Construction Management. 10 years of recent related experience in project management and delivery with emphasis on environmental and ecological restoration projects; or an equivalent combination of training and experience.
- Membership, or eligibility for immediate membership, in a relevant professional association such as PMI.
- Extensive technical expertise and understanding of general project management principles, standards and best practices. Superior ability to interpret, apply and advise others on project management, engineering and related guidelines, such as technical manuals, codes and regulations, contracting policies, safety regulations and corporate and board policies.
- Excellent written and oral communications skills including sound report writing and presentation skills; ability to communicate complex technical requirements and implications to diverse audiences.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be political and sensitive. Skill in dealing openly, tactfully and sensitively in a variety of situations including dealings with the public, member municipalities and other stakeholders. Builds a strategic network of relationships with outside groups relevant to field of specialty. Ability to establish clear expectations and effectively resolve differences; strong ability to prevent the escalation of conflict.

- Ability to meet timelines and objectives under considerable pressure and constraints; demonstrates persistence in overcoming obstacles. Demonstrated ability to identify areas of opportunity or risk and propose solutions to resolve issues in the best interest of the organization; understands and evaluates the diverse impacts of decisions. Ability to analyze, interpret and advise on complex issues where considerable variation in interpretation is possible.
- Demonstrated supervisory and managerial skills including the ability to lead multi-disciplinary teams.
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- Valid BC Class 5 Driver's License.

### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 8, 2025.*