

Cultivate Your Career



PROJECT MANAGER PERMANENT FULL-TIME

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| Organization | City of St. Albert |
| Website | www.stalbert.ca |
| Department | Engineering Services |
| Location | 5 St. Anne Street, St. Albert |
| Salary | \$81,807 - \$99,531 per annum |
| Closing Date | May 15, 2022 |
| Competition # | 22/67 |

OPPORTUNITY

The City of St. Albert's Capital Projects Office (CPO) is responsible for planning, budgeting and managing major capital projects from the initial concept phase, through the design and construction to the end of the project. These projects include all new construction and major rehabilitation to the City's roadways, utilities, buildings and recreational parks and facilities.

As a Project Manager, you will work as part of the team to ensure the on time and on budget delivery of larger-scale capital projects. You will be directly responsible for the successful completion of capital projects from initiation through completion, including design review, construction coordination and administration, field inspections, change order management, construction completion and final acceptance, financial accountability and as built record drawing review and acceptance. You will liaise with other departments at the City and assist them in their project management duties to ensure a consistent project management approach is applied throughout the organization. You will also review request for proposals, contracts and other documents and develop project charters and award reports.

You will inspect worksites for safety, construction progress and answer on site field questions, while employing safe work procedures in daily activities. You will also report and document all unsafe conditions to prime contractor on site and the Manager of Capital Projects.

The individual we seek is team-oriented, personable, and manages their time well. We are looking for a great communicator who is skilled at report writing. Maintaining excellent customer relations and a high level of service satisfaction is necessary for success in this role. A person who places a high degree of importance on safety throughout all aspects of the construction process is well suited to our team. The successful candidate will have excellent communication, time management and organization skills.

QUALIFICATIONS

- Applicants will hold a diploma or degree in Civil or Construction Engineering from a recognized institution.
- Applicants must be registered, or be eligible for registration, as a Professional Engineer (P.Eng.) or Civil Engineering Technologist (CET), governed by APEGA or ASET, respectively.
- Currently hold or be able to obtain a Project Management Professional Certification (PMP) or Certified Associate in Project Management (CAPM) designation with PMI.
- A minimum or combined 5 years of municipal construction or Project Management Office (PMO) experience.
- Must be proficient in using Microsoft applications and virtual based meeting platforms such as Zoom.
- A demonstrated ability to use sound judgment, initiative, and creativity to lead projects to successful completion.
- A valid Class 5 Drivers License and a personal vehicle for work use is required.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, with a regular day off [RDO] every two weeks). During construction season, a flexible schedule and additional hours will be necessary.

COMPENSATION

\$81,807 - \$99,531 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

The successful applicant will be required to maintain a satisfactory police information check.

Qualified applicants are invited submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

May 15, 2022

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.