

CAPITAL PROJECTS AND INFRASTRUCTURE MANAGER

Position ID: J0723-0050

Job Type: Full Time

Number Of Positions: 1

Closing Date: August 16, 2023

Min Salary: \$137,709.00/Year

Max Salary: \$172,126.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Reporting to the Director of Community Infrastructure, the Capital Projects and Infrastructure Manager has the primary task of guiding and leading the Capital Projects and Engineering Services teams. This position also oversees the Corporate Properties group.

With respect to Capital Projects, the Manager has the responsibility for leading a team 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 Engineering Services, the Manager has the responsibility for leading the Engineering Services department and ensuring that development-related infrastructure is appropriately reviewed, approved, constructed, and transferred to the city. A key component of this is ensuring developer obligations align with City infrastructure requirements and are well established, documented and executed through appropriate development agreements.

The Corporate Properties team is a small team of professionals who manage corporate environmental matters, land administration and facility space management activities and ensure that environmental, corporate-related land and facilities are appropriately addressed through oversight of this Manager position.

The role of Manager of Capital Projects and Infrastructure is in response to the growth in the municipality and the resulting increased complexity of the work and expectations facing the municipality. As a mid-sized city, Airdrie is facing many external pressures and needs, where there is a need to utilize strategic thinking, complex systems leadership and policy development that will provide Council and Senior Administration with strong foundations and advice.

- Assume overall responsibility for successful delivery of medium to large-scale infrastructure projects, through the planning, design, approvals, construction, and maintenance phases
- Ensure that there is a clear 'line of sight' between City infrastructure plans and approved development. This role is also crucial to ensuring that developers construct appropriate infrastructure (including front-ending of critical off-site components) through negotiated development agreements
- Ensure that project scope, client expectations, performance metrics and specific deliverables are documented and appropriately actioned, including regular progress reporting
- Provide clear leadership, coaching and mentoring of assigned staff; establish and/or evolve Key Performance Indicators across all areas of the Capital Projects and Engineering Services functions to ensure

that all projects are delivered on cost and on time to the highest quality standards

- Effectively support staff to champion the advancement of environmental policy, initiatives, and programs
- Maintain active involvement with existing City infrastructure needs and operations and actively seek to resolve matters impacting service delivery
- Coordinate a multi-disciplinary approach to civic infrastructure and development issues
- Build and maintain positive and effective working relationships with internal departments, elected officials, industry associations, developers, contractors, regulatory boards, and agencies

You Bring:

- 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
- Valid Class 5 Driver's Licence
- 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
- Proficiency with Microsoft Office and project scheduling software
- 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

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

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

Accompanying your resume, please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

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