

# BUILD A CITY. BUILD A FUTURE.



## Project Manager – Major Capital Projects

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Looking for a great place to work where your contributions are valued, and you can help make a difference in a city of vibrant communities? This is a great opportunity to work for one of BC's top employers and to contribute to serving the residents of Surrey!

The Project Manager reports to the Capital Projects Manager and is key part of the team that is responsible for the planning, design and construction of major capital projects including the expansion of the Chuck Bailey Recreation Centre and the new Cloverdale Sport & Ice Complex.

As a Project Manager specializing in Capital Projects, your role will be critical in overseeing and executing complex construction and infrastructure development projects. You will be responsible for managing the entire project lifecycle, from initial planning and design to procurement, construction, and successful project completion. Your exceptional organizational skills, leadership abilities, and strategic mindset will be key in delivering projects on time, within budget, and to the highest standards of quality.

### EMPLOYMENT STATUS

Exempt – Regular Full-Time

### RESPONSIBILITIES

1. Project Planning and Strategy:
  - o Develop comprehensive project plans, including scope, goals, deliverables, and timelines;
  - o Conduct thorough feasibility studies and risk assessments to identify potential project challenges and develop effective mitigation strategies; and
  - o Collaborate with stakeholders to define project objectives, requirements, and success criteria.
2. Project Execution and Monitoring:
  - o Coordinate and oversee all project activities, ensuring adherence to project plans, schedules, and budgetary constraints;
  - o Manage project teams, including contractors, subcontractors, and internal resources, to ensure smooth workflow and effective communication;
  - o Regularly monitor project progress, identify deviations, and implement corrective actions as necessary; and
  - o Conduct regular project status meetings and provide timely reports to stakeholders, highlighting achievements, risks, and recommended solutions.
3. Budget and Resource Management:
  - o Develop and manage project budgets, closely tracking expenses, and ensuring cost control measures are in place; and
  - o Collaborate with procurement teams to source and negotiate contracts with suppliers and vendors, ensuring competitive pricing and timely delivery.
4. Quality Assurance and Compliance:
  - o Ensure compliance with relevant regulatory requirements, building codes, and safety standards throughout the project lifecycle; and
  - o Conduct regular inspections and audits to identify areas for improvement and implement necessary corrective actions.
5. Stakeholder Management:
  - o Cultivate strong relationships with project stakeholders, including clients, architects, engineers, regulatory authorities, and community members;
  - o Facilitate effective communication channels to address concerns, resolve conflicts, and maintain alignment between stakeholders and project goals; and
  - o Act as a primary point of contact for stakeholders, providing regular updates on project progress, milestones, and key decisions.

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## QUALIFICATIONS

- Bachelor's degree in engineering, architecture, or a related field.
- Membership or eligibility for membership as a registered Professional Engineer (P.Eng.) with the Engineers and Geoscientists of British Columbia (EGBC) or the Architectural Institute of British Columbia (AIBC)
- Not required but an asset include membership or eligibility for membership with Project Management Professional (PMP) and/or Leadership in Energy and Environmental Design (LEED)
- A minimum of 5-years related experience
- An equivalent combination of education and experience may be considered
- Proven experience as a Project Manager on capital projects, with a strong track record of successfully participating in the delivery of large-scale projects on time and within budget
- In-depth knowledge of construction methodologies, project management principles, and relevant regulations and codes
- Excellent leadership and team management skills, with the ability to motivate and guide multidisciplinary project teams
- Strong problem-solving and decision-making abilities, with a focus on delivering innovative and practical solutions
- Exceptional communication and negotiation skills, with the ability to effectively interact with stakeholders at all levels
- Proficient in project management software and tools for planning, scheduling, and reporting
- Valid BC Class 5 Driver's License.

## OTHER INFORMATION

P2 - \$104,807 - \$123,302

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