



City of Melfort

Invites applications for the position of Municipal Project Manager

Are you seeking a meaningful career where your skills are valued and you can make a difference? Join the City of Melfort as a Municipal Project Manager and be part of a team dedicated to excellence and innovation.

Reporting to the Director of Public Works, the Municipal Project Manager is responsible for overseeing operational and capital projects, including the planning, execution, monitoring, reporting, and delivery of projects for the municipality per specifications and standards.

This position manages several capital projects at once. The Municipal Project Manager will play a significant role in advancing the yearly Capital Program. The position will manage municipal infrastructure projects using the latest standards and best practices for project management and stakeholder engagement. The tasks assigned will encompass all areas of municipal infrastructure, including sanitary collection, treatment and disposal, water distribution, drainage, transportation, buildings/facilities, airport, and parks.

A vital function of this role is to ensure projects are delivered on time and within budget to align with organization commitments to City Council. This position plays a crucial role in identifying and managing risk and opportunities and providing recommendations on issues resolutions while managing large complex projects concurrently.

The ideal candidate will have:

- Diploma (certificate) Civil, CAD/CAM, Engineering Design and Drafting, or Water Resources from a program recognized by TECHNOLOGY PROFESSIONALS SASKATCHEWAN, or equivalent.
- Candidates will have or will immediately obtain and maintain registration with TECHNOLOGY PROFESSIONALS SASKATCHEWAN.
- A Bachelor of Construction Management would be advantageous.
- Professional Project Management Professional (PMP) designation from the Project Management institute would be desirable.
- Three years' progressive experience managing multi-million-dollar projects and programs at all stages of development and execution.
- Solid understanding of project management principles, procurement, and contract management as well as the implementation of best practices.
- Expertise in Microsoft Office 365 suite and Project Management software/tools.
- Previous experience with GIS Systems or data management systems would be an asset.
- Equivalencies may be considered.

As a leader, you have a strategic mindset, care about service, understand political complexities and nuances, build partnerships, and create enthusiasm for change. You embody the City of Melfort's values: Enthusiasm, Belonging, and Passion.

The City offers a full benefit package through SUMA and a great pension plan through MEPP.

If this is the opportunity you have been waiting for, don't hesitate to apply today!

Salary: \$79,554 - \$99,442

Please submit resume and cover letter by November 30, 2024, to:

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Ph: 306-752-5911
employment@melfort.ca
Subject Line: Confidential Municipal Project Coordinator

*The City of Melfort wishes to thank all prospective applicants; however, only those selected for an interview will be contacted.
Job description available upon request.*