

## **TEAM LEADER, CAPITAL PROJECTS**

Position ID: J0125-0006

Job Title: TEAM LEADER, CAPITAL PROJECTS

Job Type: Full Time

Department: Capital Projects

Number Of Positions: 1

Min Salary: \$119,437.00/Year

Max Salary: \$149,296.00/Year

Closing Date : Jan 10, 2025

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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:**

The Team Leader, Capital Projects provides leadership and direction to staff in the Project Management Office (PMO), encompassing the governance, process, and tools for delivering projects. The PMO promotes a transparent/predictable process to support the successful execution of all projects. The PMO provides excellent service in delivering customer projects using the PMI Project Management Standard.

Responsibilities include:

- Provide safety leadership and mentoring; Ensure compliance with Occupational Health and Safety Act, Regulation, and Code; and set a standard for safe operations
- Lead the PMO staff in project delivery, and contracted service providers in project completion

- Manage, recruit, train, motivate, evaluate and lead employees
- Create an environment for personnel with an expectation of professionalism; seek engagement and encourage positive attitudes
- Develop corporate processes for project delivery based on PMI standard
- Provide recommendations supporting the compliance of standards, policies and codes for the safe delivery of projects
- Monitor construction and maintenance activities within projects to ensure compliance with all environmental, regulatory, and/or legislative requirements; Set a standard environmental protection
- Provide leadership in delivering products that are resilient, sustainable, meet quality standards, and fit for use
- Perform monthly and annual reporting
- Provide exceptional customer service and response to customer and Council inquiries
- Prepare and deliver reports and public presentations related to City Projects
- Prepare budgets, appropriations and management for both capital and operating budgets
- Meet or exceed all quality standards and specifications
- Ensure annual compulsory training requirements for staff are scheduled and completed
- Identify capital requirements, complete business cases, and complete staffing justifications, as needed
- Oversee the preparation, review, and feedback process for the procurement of project related goods and services; facilitate debrief and stakeholder meetings as necessary
- Participate in the corporate Capital Project Evaluation Group (CPEG)
- Review change orders on all projects
- Act as signing authority on financial transactions to approve level of authority

**You Bring:**

- Degree or diploma in engineering and or construction. Related disciplines such as architecture, technology, and construction management may be considered
- Current member of PMI with a minimum PMP designation
- A minimum of 10 years' progressive experience in project management
- Technical and field proficiency in civil infrastructure and architectural construction
- Knowledge of processes and practices related to product, project, program and portfolio management
- Techniques related to Agile and Iterative Project Management
- Techniques related to identifying and mitigating project risk
- Experience with procurement processes and construction processes/practices
- Advanced level skills in MS Office
- Ability to work with and contribute effectively with senior management in formulating strategies, plans and ideas
- Demonstrated initiative to seek improvement, make changes and incorporate ideas into practical solutions
- Ability to interpret and analyze proposals, prepare and present business and financial implications with sound conclusions and recommendations.
- Proven ability to simultaneously manage a team of Project Management professionals delivering

multiple projects of varying value, complexity, and risk

- Proven ability to manage and collaborate with internal and external stakeholders
- Ability to use sound judgement, exercise direction, and maintain confidentiality

**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
- 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 is a full time role (37.5 hours per week) which includes a comprehensive benefits and pension package.

\*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

**Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.