

<b>DEPARTMENT:</b>	<b>Engineering</b>	<b>STATUS:</b>	<b>Regular Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>Exempt</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week</b>	<b>SALARY:</b>	<b>\$129,884 - \$143,228 annually + comprehensive benefits package</b>

The Civic Buildings & Properties division of the Engineering department is seeking a Project Manager, Capital Planning, to join our team. Reporting to the Sr. Manager of Civic Buildings & Properties, the Project Manager Capital Planning coordinates and controls the planning of civic facility capital projects for upgrades, renewals and new construction. The work entails project scope definition, cost analysis, preparation of reports and recommendations to maintain and grow the civic building portfolio in alignment with the Facilities Asset Management Plan, the Corporate Energy and Emissions Reduction Strategy (CEERS), the corporate 5 year capital plan, and other strategic and regulatory requirements.

**Key accountabilities of this role include:**

- Managing capital projects on behalf of the City during early phases (initiation and planning) of the project, including: project scoping and definition; writing project charters; establishing project governance; reviewing of contracts with consultants, contractors etc. and recommending actions as appropriate; reviewing of feasibility studies and recommending actions as appropriate; reviewing of cost estimates and recommending action as appropriate; reviewing and maintaining project definition data and issuing monthly reports. The Project Manager should be capable of delivering projects through execution to completion where appropriate or if required.
- Planning for capital projects with an emphasis on budget feasibility assessment, capital budget planning, long term planning objectives, life cycle analysis, alignment with Facilities Asset Management Plan and Climate Action Targets, site optimization and feasibility options that test land use and built form.
- Providing technical oversight of spaces delivered to the City through private developments by establishing civic building standards are ensuring consistent application.
- Representing the City's interest in meetings as the owner's Project Manager and monitoring the progress of the work related to budget, schedule, and the program of requirements, including the City's sustainability policies, quality and completeness.
- Representing the Department on City committees as required.
- Preparing project descriptions to illustrate project requirements for project justification.
- Preparing project budget and Council Reports for approval by senior staff and Council.
- Participating in the development of annual and multi-year capital plans and associated budgets for civic facilities.
- Liaising and communicating with user groups and senior management to review the progress of the capital project plan.
- Maintaining consistent communication with the project delivery managers and facility operations managers on capital project status (budget, scope, and schedule).
- Developing, implementing, and reviewing asset management principles and practices as related to civic facilities.
- Collecting, analyzing, and reporting on data used to support asset management principles and practices.
- Liaising with facilities maintenance managers and supervisors to adapt asset management and preventative maintenance programs as needed, and to incorporate operation costs into early project planning decisions.
- Collaborating with engineering and city staff to ensure corporate consistency on capital planning and asset management programs.
- Other duties/responsibilities as assigned.

**Requirements include:**

- University degree in Architecture or Engineering, and registered or eligibility for registration with the applicable Professional Body in British Columbia.
- Minimum of 5 years proven and progressive project management experience in facility development.
- Project Management training/certificate or PMP designation would be an asset.
- Knowledge of the concepts, practices and techniques of building design, and construction.
  - Knowledge of the principles and practices of asset management.
- Knowledge of municipal functions, programs, and relevant codes, bylaws, policies and procedures.
- Ability to synthesize corporate/divisional priorities, asset management data, and risk management information into a recommended capital plan for facility upgrades.
- Research and analytical skills to review and assess design and construction scope of projects and to develop budgets.
- Ability to write clear, concise and complete reports.
- Excellent interpersonal and written communication skills.
- Problem-solving and decision-making skills to determine the methods and resources required.
- People leadership skills to provide guidance to external contractors/consultants and internal staff.
- Ability to deal effectively with architects, engineers, contractors, City Departments and the general public to establish cooperative working relationships.
- Experience in reviewing cost estimates for of a variety of building projects.
- Experience in preparing and managing capital budgets.
- Knowledge of the British Columbia Building Code.
- Valid B.C. driver's license.
- Computer proficiency in the MS Office Suite of products (MS Project, Word, Excel, Power Point, Outlook etc.).

Apply online **with your resume and cover letter in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **December 15, 2024**.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.