Why work for the Town of Canmore? For starters, you can take great pride in our collaborative organization, its positive work culture and our amazing group of talented people who genuinely care about our community and accomplish outstanding work each and every day for its citizens. Our team is composed of many compassionate professionals who value giving back to the community and are guided by the organization's core values of *Wellness, Respect, Integrity, Service, and Teamwork.* As a municipal government organization, the Town of Canmore exists to serve the community and visitors to Canmore. The organization is committed to supporting a triple bottom line sustainable future for all by promoting wellness and active living, being leaders in environmental stewardship, and ensuring the effective and efficient use of taxpayer dollars.

Position Overview:

Reporting to the General Manager of Municipal Infrastructure, the Manager of Engineering oversees the engineering services function at the Town of Canmore ("Town"). This involves leading and managing the Engineering team and providing professional engineering leadership, strategic planning, and technical expertise to support the development, maintenance, and enhancement of municipal infrastructure. The Manager of Engineering ensures effective delivery of engineering services that align with municipal goals and that comply with regulatory requirements and industry best practices, and provides technical guidance on the design, construction, and development of capital projects. The Manager is responsible for developing the departmental business plans, managing the budget, and engaging with Council, external agencies, and the public to support informed decision-making.

Core Accountabilities:

- Leads the Town of Canmore culture to attract, retain and motivate employees who achieve results by focusing on:
  - Open, Honest Conversations
  - Developmental Orientation
  - Discernment
  - Collaboration
  - Appreciation
- Actively commits to creating an equitable, discrimination free workplace by raising issues of diversity and inequity, and having the courage to the have difficult conversations needed to move the organization and community toward systemic change
- Has working knowledge of Truth and Reconciliation Calls to Action and the links to municipal service delivery
- Leads, mentors, and supervises engineers, technologists, technicians, and members-in-training within Engineering Services, fostering a culture of collaboration, innovation, and professional development.
- Leads the Town's culture through conversation, team meetings and developmental sessions
- Spends time developing staff, making people the highest priority

- Has conversations with staff in a timely manner and addresses performance issues head on and in a supportive and developmental way
- Attends and participates in Senior Leadership Team (SLT) meetings, taking responsibility for sharing information with your business unit in a meaningful way
- Maintains a high degree of personal integrity and commitment by being a role model for the Town of Canmore core values; identifying when things are out of alignment and acting as an agent for positive change
- Takes a proactive, consultative approach in working on interdepartmental initiatives. Ensures the right people are at the table at the right time when making decisions
- Provides sound, unbiased advice, recommendations, and guidance
- Understands the workings, structure and culture of the Town of Canmore and achieves results in a highly public and political environment
- Maintains the trust and confidence of elected officials and the Canmore public
- Serves as a technical advisor to Town Council, preparing and presenting reports, policy recommendations, and infrastructure plans
- Effectively manages resources (human, physical, financial, information) to achieve results that are aligned with the Town's organizational goals and objectives
- Aligns resources with service delivery innovations (both cost efficiencies and revenue generation)
- Ensures compliance with APEGA regulations and updates and maintains the Professional Practice Management Plan for the organization.
- Provides guidance on transportation planning, infrastructure maintenance, and new development approvals.
- Possesses strong verbal, written and presentation skills demonstrating a clear, concise, and respectful style
- Articulates and influences through communication in a way that facilitates alignment across diverse groups with varying priorities and agendas

Education & Qualifications:

- Bachelor of Science in Civil Engineering (or related discipline) from a recognized university – required
- Professional Engineer (P.Eng.) designation in good standing with APEGA – required
- Knowledge of local government or public sector practices and procedures – preferred
- Project Management Professional (PMP) designation – asset
- Additional certifications in asset management, transportation engineering, or municipal infrastructure – asset

Experience:

- At least 10 years of progressively responsible and diverse experience in civil engineering – required

- At least 5 years of leadership and team management experience, including supervising and mentoring engineering teams – required
- Proven ability to manage multiple large-scale municipal projects from inception to completion, ensuring they are delivered on time and within budget – required
- Experience in municipal development application processing – required
- Proven ability to interpret legislation, bylaws, and engineering standards related to municipal services – required
- Excellent verbal and written communication skills, with the ability to present technical information clearly and provide professional advice to non-technical stakeholders – required
- Experience in collaborating with various stakeholders, including government officials, contractors, and the public, to ensure project success – required
- Demonstrated success managing and resolving conflict – required
- Proficiency in developing and managing operating and capital budgets, including cost estimation, financial reporting, and resource allocation – required
- Commitment to incorporating sustainable practices and innovative solutions in engineering projects to enhance community resilience and environmental stewardship – required
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities – required
- Proficiency with Microsoft Office/365 applications (particularly Outlook, Teams, and SharePoint) – required

Salary & Benefits:

- Pay Range- $124,087.60 - $130,985.40 annually. Compensation will be calculated based on the successful candidate's related work experience and education
- Earned Days Offs program that provides 1 day off every 3rd week
- This is a Full-Time Permanent position
- Competitive benefits package, health spending account, and Retirement Savings plan
- Personal development & learning opportunities
- Positive work culture

Closing Date for Applications: This posting will remain open until 9:59 pm MDT March 2nd, 2025.

How to Apply: To apply, please combine your cover letter and resume into a single document (PDF or Word) and click on the "APPLY NOW" link below. To help us learn more about you, in your cover letter please clearly detail the following:

1. Why do you want to be Manager of Engineering for the Town of Canmore? Why Canmore?

2. What interpersonal and leadership skills do you have that would make you a great addition to our team?

3. Your level of familiarity with the Town's Engineering Projects?