



Make working for  
The City work for you.



## Project Manager, Parks Delivery

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As Project Manager, Parks Delivery, you will work in collaboration with consulting teams, special interest groups and the public to manage the design and construction of public parks and open spaces. You will be responsible for procedures such as project stage gating, budgeting, financial management, drawing review, and project management for the delivery of park development projects. You will directly influence the design and function of open space in neighborhoods, community and regional parks, and the preservation and enhancement of environmental reserves. Primary duties include:

- Deliver projects efficiently and effectively based on The City's Corporate Project Management Framework.
- Develop and manage all stages of the schematic design, design development, detail design and implementation process; identify interested and affected parties, user groups and project risks.
- Collaborate with consulting teams, project partners; manage and deliver multiple projects on time and on budget.
- Ensure compliance with local, provincial and federal regulations and technical requirements through permit applications and approvals processes.
- Ensure compliance and adherence to the legislative, technical and professional standards upheld by the Alberta Association of Landscape Architects (AALA).
- Evaluate and approve the scope of work and cost estimates for all aspects of consulting and construction budgeting.
- Participate in site assessments, the development of concept design, design development, construction detail drawings and the assembly of construction procurement packages including follow through with construction administration.
- Review and provide meaningful feedback and recommendations on progressive drawing sets as well as detail design drawings.
- Compose and evaluate Request for Proposals (RFPs), Statement of Requirements (SORs), and Scope and Fee Schedules for the procurement of consulting and construction services; review, evaluate and recommend award of proposals on behalf of The City. Prepare and deliver expert and knowledgeable presentations and communications for complex and politically sensitive sites.
- Prepare and present materials for project approvals to Council and senior management including but not limited to: City stage gate committees program or service line committees, major project reporting, Calgary Planning Commission (CPC), and Urban Design Review Panel (UDRP).
- Liaise with Civic Partners to support the delivery of their projects.
- Respond to inquiries with the public and senior City officials for the capital projects that you manage.
- Create and participate in meaningful engagement with the public and special interest groups to develop community spaces.
- Represent Public Spaces Delivery on City corporate committees, citizen advisory boards, and special interest groups, as required.

### Qualifications

- A degree in Landscape Architecture, at least 2 years of professional experience in the field of Landscape Architecture and eligibility for membership and registration with the AALA is required.
- A valid Class 5 Driver's License (or provincial equivalency) with no more than 6 demerits OR a Class 5 Graduated Driver's License (GDL) with no more than 4 demerits, and no current charges or suspension pending is required.
- Additional years of professional experience (more than 2) in the field of Landscape architecture that is specifically tied to park design and development will be considered an asset.
- Knowledge of the City's procurement process, the Canadian Landscape Standard, and industry standard project management practices will be considered an asset.
- Experience in contract management and project management, is considered an asset.
- The successful candidate will have well-developed communication skills, with the ability to participate in technical discussions with engineers, architects, city planners, Councilors, and the public.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

**Workstyle:** This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38  
Position Type: 1 Temporary (up to 18 months)  
Compensation: Pay Grade 12 \$47.01 – 62.84 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Public Spaces Delivery  
Location: 205 8 Avenue SE  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: April 14, 2025  
Job ID #: 311762

Apply online at [www.calgary.ca/careers](https://www.calgary.ca/careers)