



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## PROJECT MANAGER

This position is part of the Facilities and Major Projects Department and is responsible for delivering small to medium-sized capital projects, within budget, on time and in an effective and efficient manner. Reporting to the Manager, Major Projects, the Project Manager leads the planning, design, construction and project close out for a range of capital projects, focused on building systems and recreational infrastructure.

### Duties include:

- Determine project scope and optimal approach to the project through collaborative participation with internal clients and Department management
- Using superior organization skills create and maintain project schedules with clearly identified milestones and critical path items
- Prepare clear project documents, specifications, Requests for Proposals, Invitations to Tender, addenda, Council reports, briefings and other documents relating to the procurement process using thorough knowledge of construction contract law, CCDC contract documents, and public tendering practices
- Consult with outside agencies and the City's Development Department to obtain necessary permit and utility approvals
- Provide leadership and oversight to external professional consultants and contractors
- Manage projects through successful completion, ensuring legal and contract compliance, and client satisfaction, through respectful liaison with contractors, consulting professionals and others
- Administer contracts including preparation of clear change orders, and instructions to contractors
- Using proven problem-solving and decision-making skills, resolve challenges using knowledge of up-to-date building technology for architectural, mechanical, electrical and structural disciplines and a thorough knowledge of materials and methods used in building construction
- Manage disputes and claims that may arise on projects
- Provide written and verbal project status reports using seasoned communication skills
- Perform accurate cost tracking and reporting, including establishing realistic budgets and forecasts of final costs, detailed review of invoices and progress draws, and maintaining detailed project cost reports showing commitments, expenditures and available or received funding
- Respond to public inquiries using seasoned communication skills
- Review progress on construction sites (including ability to climb ladders and walk on uneven terrain)
- Ability to work extended hours and/or non-standard working hours occasionally

### Education and Experience:

- University degree in Architecture or Engineering or related degree
- Minimum 5 years related experience, including a combination of engineering and project management experience in medium sized (<\$500k) building construction, renovation, maintenance and sports fields projects
- Registration as a Professional Engineer (P. Eng), Professional Architect (AIBC), Applied Science Technologist (AScT) or similar designation is an asset. Consideration may be given for an Engineer-in-Training or intern Architect AIBC
- Additional training in project management, PMP certification considered an asset
- Experienced in Microsoft Office, Adobe and familiarity with AutoCAD, and MS Project
- Proven self-motivation with the willingness and ability to take independent action and accountability, in a fast-paced environment
- Consideration will be provided for those with an equivalent combination of training and experience
- A valid Class 5 BC driver's license is required

The City of Delta provides a competitive annual salary of **\$108,602 - \$129,512** (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are invited to apply online complete with cover letter and resume outlining your relevant background and work experience at [www.delta.ca/employment](http://www.delta.ca/employment), quote competition **#25-80 EX A** by **June 1, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued, and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information Check.