



## NEW EMPLOYMENT OPPORTUNITY

# Engineering Project Manager

Full-Time, Permanent

### Why work for Sparwood?

[The District of Sparwood](#) is a friendly and welcoming East Kootenay community of about 4,200 people living in the beautiful Elk Valley. Sparwood is approximately 1.5 hours away from Cranbrook, BC and 2.5 hours away from Calgary, AB - offering easy access to big city amenities while enjoying all that rural living has to offer. For those who enjoy outdoor activities or are captivated by natural beauty, Sparwood will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes filled with an array of fish and wildlife. Participate in fishing, hiking, mountain biking, camping, golf, numerous lake activities, hunting, cross-country skiing and world class skiing and snowboarding to your heart's content.

### Job Summary

Reporting to the Director of Operations, the Engineering Project Manager is a key member of our collaborative leadership team providing technical and strategic advice on capital initiatives. The Engineering Project Manager performs complex and diverse engineering and project management work, including the design and oversight of mid-to-large scale capital projects. The role requires the application of sound engineering principles and project management practices to deliver successful, practical, and sustainable outcomes for our community.

Recognizing the unlimited potential of this vibrant community and the importance of hiring a leader to assist Council in achieving their strategic goals and objectives, as outlined in the [2023-2026 Strategic Priorities Report](#), we are looking to attract a collaborative, results-oriented leader as the Engineering Project Manager.

### The core job duties include:

- Lead the planning, design, and execution of municipal engineering projects, ensuring they are completed on time, within scope, and on budget
- Oversee the upcoming [municipal wastewater treatment plant upgrade project](#)
- Support the preparation of the department budgets, monitor assigned budgets and control costs ensuring the effective and efficient expenditure of allocated funds
- Collaborate closely with the executive leadership team, Council, and external agencies on all capital initiatives
- Provide expert technical advice and strategic guidance to the Director of Operations, Chief Administrative Officer (CAO), and Council
- Ensure that projects comply with applicable legislation, municipal policies, Council-approved procedures, and industry standards
- Coordinate with consultants, contractors, and stakeholders to facilitate effective communication and project outcomes
- Manage and maintain comprehensive municipal engineering records and documentation
- Provide temporary coverage of Public Works operations as assigned

### The ideal candidate will have:

- A minimum of a Diploma from a Civil Engineering Technology Institution and post-secondary education in Project Management
- Membership or eligibility for immediate membership as an Applied Science Technologist (A.Sc.T.)
- A minimum of five (5) years of experience in a municipal environment or equivalent experience in the private sector
- Excellent knowledge of the philosophies, principles, and practices of municipal civil engineering, construction, and construction contracts and MMCD

- Ability to interpret and apply legislation
- Proficient with Microsoft Office including Word, Excel, PowerPoint, Project and Outlook
- Strong oral, writing, editing, and proofreading skills
- Strong working knowledge of GIS, AutoCAD, AutoCAD Map3d, Civil3d and InfraWorks
- Proficient with the use of GPS and conventional survey equipment
- Asset management experience would be considered an asset

### **Salary & Benefits:**

The Salary range for this position is commensurate with skills, experience and designation.

- \$91,000-\$109,000 undesignated
- \$97,000-\$116,000 designated

This salary package includes a full range of employer-paid benefits, such as:

- *Competitive annual vacation entitlement*
- *Generous extended health & dental plan*
- *Up to an additional 3 weeks of time off in lieu of overtime*
- *Flex time & Earned day off program (EDO)*
- *Municipal Pension Plan*
- *Active Living Pass membership for Sparwood Leisure Centre*

**Closing Date:** Closing for Applications is Tuesday, July 15, 2025.

### **Apply Now!**

To apply, click on the apply now link to submit your resume and cover letter online or visit our careers site at: <https://sparwood.bamboohr.com/careers>. Applications can be addressed to Kaydia Wright, Manager of Human Resources. Please note, as part of the interview process, shortlisted candidates may be required to participate in a practical portion of the interview at the District of Sparwood Municipal Offices or online.

*Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.*