



## MANAGER CAPITAL PROJECTS

### Temporary Full-time

#### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

#### About You / What We Are Looking For

The City of Coquitlam has an opportunity for a qualified candidate to join our Parks, Recreation, Culture and Facilities leadership team in a temporary role within the Major Capital Projects team. Reporting to the Director Major Capital Projects, the Manager Capital Projects is responsible for establishing and maintaining our team's project management best practices including internal process improvements and the development and refinement of project controls. Additionally, this role is the internal staff lead for the City's largest capital project to date, the Northeast Community Centre, overseeing a team of external consultants and coordinating to ensure that interdepartmental interests are represented and satisfied. This position holds day to day oversight for the City's minor capital construction portfolio of facility projects and offers an exciting opportunity for a candidate possessing in-depth knowledge of project planning, design, and interest holder management. This is an exciting opportunity to participate in the development of the City of Coquitlam, a municipality striving to create innovative facilities to support its growing community. The Manager Capital Projects oversees a staff team that includes both unionized and exempt roles.

As the Manager Capital Projects, you will guide project governance structure and decision making in early planning phases of upcoming capital projects identified in the Major Facilities Roadmap. With the support of both your team and your peers within the department, as well as colleagues across other divisions in the City, you will help initiate these projects and ready them for execution. Additionally, you will liaise frequently with our Finance and Procurement teams as well as our in-house Legal team on various contracts and agreements in respect to City owned properties and capital projects as well as external partnership projects. The successful incumbent will possess strong interpersonal and negotiation skills, an aptitude for strategic and capital planning, financial acumen, and progressive experience monitoring expenses and managing risks for multimillion dollar project budgets. The role also provides an opportunity to interact with Council and requires strong report-writing and presentation capabilities.

#### In this role, you will:

- Monitor the use of project controls with an eye to process improvement
- Establish, monitor and improve upon administrative standards for the division
- Establish project budgets especially in planning phase, coordinate funding sources, oversee cost control during active projects delivery and financial reporting at project close-out
- Advise on project delivery methods and strategic matters related to the work
- Oversee development of standard contract language in coordination with legal support
- Oversee strategic alignment of capital project scope with grant applications and external funding opportunities
- Represent PRCF at interdepartmental working groups

#### Minimum Qualifications

- Master's degree in Architecture, Civil Engineering or related field.
- 10 to 15 years of progressive experience leading capital construction projects and teams, preferably within a municipal or regional government setting.
- Registration in an accredited organization such as the AIBC, EGBC and ASTTBC is required.
- An equivalent combination of technical skills, experience and education may be considered.
- Valid Class 5 BC Driver's License (or equivalent).

#### Preferred Qualifications

- Familiarity with municipal and provincial permitting processes for facility and park projects.



- Knowledge of sustainable building practices.
- Knowledge of accessible and inclusive design practices.
- A Project Management Professional (PMP) credential may be considered an asset.

#### **What We Offer:**

This excluded position has an annual salary range of \$168,338 - \$189,357. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

#### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on July 31, 2025.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*