



EMPLOYMENT OPPORTUNITY



Manager of Engineering & Project Management

Competition No. JP26-001

External Posting

Duration:	Permanent Full Time
Manager:	Director of Engineering & Public Works
Wage:	\$112,405.00 - \$135,024.00/year plus benefits & pension
Hours of Work:	37.5hrs/week: Monday – Friday 7:00am – 3:30pm
Close Date:	Open Until a Suitable Candidate is Found

POSITION SUMMARY:

Under the general direction of the Director the Manager of Engineering & Project Management will provide professional advice and services within the Public Works leadership team. The Manager will be the subject matter expert in capital projects, professional design and consulting services, asset management and GIS. Considerable independent judgement and action are exercised in performing the work. Complex problems and policy matters are resolved in conjunction with the Director.

WORK ENVIRONMENT:

- Work is performed in an office with meetings on job sites and offsite.
- May be required to attend meetings and events outside of regular office hours as described in the responsibilities.

OVERALL RESPONSIBILITIES:

With respect to Capital Projects, the Manager has the responsibility for leading all aspects of capital projects from conceptual scope development, budgeting, detailed design and management of the design team, construction management, progress reporting, and leading the start-up, commissioning, and training activities.

With respect to Engineering Services, the Manager has the responsibility to ensure that development-related infrastructure is appropriately reviewed, approved, constructed, and transferred to the Town. A key component of this is supporting the Planning, Development & Economic Development department. The Manager will provide expert guidance to other Managers related to their operations.

The Manager will support the Public Works Operations team with engineering and project management services and advice on matters related to underground services, linear assets, waste management operation, energy management and corporate-related land and facilities.

KEY RESPONSIBILITIES:

General:

- Assist with the preparation of the Annual Budget
- Maintain Department Operating and multiple Capital budgets throughout the year
- Long-term planning and forecasting Capital Expenditures
- Asset management

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- Operate and maintain the Town's GIS data base
- Survey as required and import into AutoCAD or GIS, for the development of projects
- Draft all drawings for Town's tenders
- Complete all tender documents for Town projects with Procurement
- Ensure all specifications are in tender documents or develop as required
- Oversee the engineering services contract with MPE Engineering in cooperation with Procurement

Contracts & Agreements:

- Working with Procurement, prepare tender documents
- Working with Procurement, negotiate contracts and agreements
- Assist in the preparation of various government grant applications
- Prepare documents for approval
- Act as the Town's Project Manager to ensure contractors are meeting all the terms and conditions of contracts

New Site Development:

- Inspect and monitor new development sites for quality control in accordance with municipal bylaws and regulations
- Ensure all development control standards are being followed
- Conduct site inspections during progress states of development

Respond to Public Concerns:

- Communicate and interact effectively with multiple stakeholders in service delivery (i.e. Municipal Council, residents, Chief Administrative Officer, other departments, and the team)
- Prioritize issues raised by public
- Explain process to public

Safety/Risk Management:

- Promote and ensure all safety policies are adhered to
- Ensure project contractor safety meetings and toolbox meetings occur

Other:

- Prepare and/or review comprehensive reports, plans, contract documents and estimates
- Attend Council and Committee meetings when required



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MINIMUM QUALIFICATIONS & DESIRED SKILLS:

- Degree in Civil Engineering, or diploma in in Civil Engineering Technology, and currently hold the applicable designation as either a P.Eng., C.E.T., or P. Tech (Eng.)
- Hold or be able to obtain a PMP or CAPM designation with PMI
- Valid Class 5 Driver's License
- A minimum of 10 years of leadership responsibilities and related experience is required (equivalent combination of education and experience may be considered)
- Budget management experience is required
- Practical knowledge and understanding of Federal, Provincial, and Municipal regulations and legislation
- Proficiency with Microsoft Office and project scheduling software
- Proven track record of demonstrated leadership skills with the ability to positively influence others
- Strong observation, problem solving and decision-making skills
- Exceptional written and verbal communication skills, including policy development, report preparation and public presentation skills
- Exceptional communication skills with the ability to build and maintain strong relationships with corporate departments, key business partners and customers
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to think strategically and see the big picture
- Political sensitivity, conflict resolution, and negotiation skills
- Ability to remain innovative and positive in times of imposed constraints and challenges
- Demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result-based environment
- Ability to quickly align with shifting priorities, work assignments and timelines
- Experience with Microsoft software (i.e. AutoCAD, GIS, Excel, Word, and Outlook), and knowledge of databases.
- Ability to provide a clean Police Information Check

On hire, you will provide:

- Confirmation of education and/or professional designations required to for the position.
- A criminal background check, including vulnerable sector, education and criminal convictions.

Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.

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