



#V1961 Manager, Capital Projects – Community Services



Sunshine Coast
Regional District

The Community

A natural paradise blessed with mild winters, beautiful surroundings, while showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the territories of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast.

Whatever hobby or interest you might enjoy, we have it right here. Enjoy a myriad of recreational activities that are right at our doorstep, while big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home. To learn more please visit [Sunshine Coast Regional District](#), [shíshálh Nation](#), [Skwxwú7mesh Nation](#) and [Invest Sunshine Coast](#)

The Regional District

The Regional District is a partnership of municipalities, rural electoral areas and the shíshálh Nation Government District that collaboratively delivers services to the residents of the Sunshine Coast. It is made up of distinct small communities within the territories of the shíshálh and Skwxwú7mesh Nations, each with their own identities and values, a shared love of this beautiful place, a wealth of cultural activities, a respect for history and an appreciation of the natural environment. Our vision is to support a healthy and vibrant Sunshine Coast with sustainable and affordable services and innovative partnerships, and our mission is to work together to deliver reliable services to these communities.

The Opportunity

The ideal candidate for the Manager, Capital Projects – Community Services role is a collaborative and people-focused leader with strong experience in capital project planning and delivery. In this role, you will work with a dedicated team to help shape the Regional District's future by leading the planning and delivery of major capital projects that support community services. These projects include recreation facilities, SCRD buildings such as fire halls, parks facilities and assets, as well as transit, fleet, and ports infrastructure.

Reporting to the General Manager, Community Services, you will provide leadership to the Community Services Capital Projects division and oversee the planning, development, and delivery of capital and major projects. You will guide projects through all stages of the lifecycle—from defining scope and managing risks to procurement, contract administration, and project completion—ensuring projects are delivered on time, within budget, and to required standards.

You are a thoughtful and progressive leader who values teamwork and brings strong project management, organizational, and communication skills. You build positive working relationships, support your team's success, and bring a strategic perspective to capital planning and infrastructure development within a local government environment.

The Manager, Capital Projects – Community Services is a full-time exempt position working 35 hours per week, with an annual salary ranging from **\$129,467 to a merit maximum of \$164,423**. The successful candidate will have a degree in Engineering Technology with registration as an Applied Science Technologist. Preference will be given to candidates who are Professional Civil Engineers eligible for registration in British Columbia. PMP certification (or equivalent) is required, and training in contract management or negotiation is an asset. Candidates will bring five or more years of progressively responsible experience, including supervision, ideally in local or regional government, managing major infrastructure projects.

We have one of the very best compensation and benefits packages out there. This position includes vacation, paid statutory holidays and accrued compensatory leave in lieu of overtime. We provide paid family responsibility leave, sick leave, short-term and long-term disability leave, group life insurance, accidental death and dismemberment coverage, participation in the Municipal Pension Plan (MPP), and free confidential counselling services. We also offer a commitment to ongoing professional development, a supportive and inclusive work environment, and the opportunity to make a positive community impact. Relocation expenses may also be available for qualified applicants.

We look forward to hearing from you! Please send a current resume and a cover letter quoting the competition number via email to hr@scrd.ca by the closing date and time shown above. In the subject line of the email please include your name and the competition number.

The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest. **Applications will be accepted until Thursday, March 26, 2026.**

MANAGER, CAPITAL PROJECTS - COMMUNITY SERVICES

UNION OR EXEMPT: Exempt	DEPARTMENT: Community Services
SALARY LEVEL: Grid X2, Level 8	DIVISION: Capital Projects
LOCATION: Field Road Office	SUPERVISOR: GM, Community Services
APPROVED BY: GM, Community Services	UPDATED: December 2025
POSITION HOURS: 35	

Replaces: NEW

Previous Version: December 2025

SUMMARY:

Reporting to the General Manager, Community Services, this position is responsible for the overall leadership and supervision of the Community Services Capital Projects division, focusing on developing, planning, executing, and delivering capital and major projects on time, within budget, and in accordance to specifications pertaining to projects associated with, but not limited to, recreation facilities, SCRD buildings including fire halls, parks facilities and asset, transit/fleet, and ports. This role will define project requirements, risks and scope, acquire project resources, supervise the efforts of project team members, and ensure the efficient management of project deliverables, effective quality control, clear communication of expectations to staff, consultants, stakeholders, and others, and ensure upward reporting to senior management are all performed throughout each project lifecycle.

KEY RESPONSIBILITIES *include:*

1. Plans, develops and implements the direction for all projects to be delivered by the division.
2. Determines project scope and optimal approach to create and maintain project schedules, clearly identified milestones, critical path items, and manage projects through to successful completion, ensuring legal and contract compliance, through respectful liaison with contractors, consulting professionals and others.
3. Manages the processes and budgets for major capital projects including managing consultants, internal teams, and community involvement ensuring projects are delivered on time and on budget.
4. Prepares project charters, plans, specifications, Requests for Proposal, Invitations to Tender, addenda, Board reports, memoranda and other documents relating to the procurement process using thorough knowledge of construction contract law, CCDC contract documents, and public tendering practice.
5. Ensures the development and successful execution of divisional strategies and plans, while equipping staff with the guidance and support required to deliver on expected outcomes.
6. Administers contracts including preparation of change orders, cheque requisitions, instructions to contractors, and manage disputes and claims.
7. Leads community engagement and partnerships in facility planning and development by fostering stakeholder involvement, representing the department publicly, aligning resources

strategically, and providing education and advocacy.

8. Ensures that cross-division, departmental, and community impacts are fully considered during project planning and implementation
9. Participates in the development of Facility Master Plans, infrastructure plans and capital asset renewal plans that support achieving the divisions objectives.
10. Fosters employee engagement, manages performance, and supports team communication to strengthen operations and staff development.
11. Ensure division policies and procedures align with corporate policies, board policies, and provincial standards, while monitoring compliance and supporting the Corporate Work Plan.
12. Maintain current knowledge of the legislative framework and best practices associated with the project management of all phases of capital infrastructure projects and asset management.

TYPICAL ACTIVITIES *include:*

1. Plans project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or project management (PM) methods.
2. Establishes and delivers mechanisms for tracking project progress and financial management and reporting to senior management.
3. Holds meetings with stakeholders to gather feedback and expectations and includes them in project plans
4. Produces regular reports (status, escalations, etc.) on the progress of projects for senior management.
5. Closely monitors the efforts and billing of third-party workers, such as consultants, contractors, and other specialists.
6. Identifies and resolve conflicts within teams and associated work and create contingency plans to mitigate risk.
7. Reviews completed projects to find out what went well and what could be improved, and suggest changes based on those findings.
8. Attends Board, Committee and Advisory Committee meetings, prepares and address reports for consideration and approval.
9. Develops, implements and administers sound and proactive policies and programs in accordance with best management principles and standards.
10. Responsible for hiring staff and managing the performance and discipline of direct reports.

EDUCATION AND EXPERIENCE:

- Degree in Engineering Technology, with registration as an Applied Science Technologist, ideally supplemented by completion of relevant technical courses.
- Preference may be given to a Professional Civil Engineer eligible for immediate registration in B.C.
- Certification as a Project Management Professional (PMP) or equivalency.
- Coursework or certification in Contract Management and/or Contract Negotiation considered an asset.
- Five (5) years of progressive experience, including supervision, preferably in local government, with experience managing multiple large infrastructure projects, training in project/construction management and asset management, and ideally including the management, operations and maintenance of recreation and parks facilities.

- A suitable combination of education and experience relevant to the position may also be considered.
- A valid Class 5 BC Drivers License or equivalent.

OTHER SKILLS/KNOWLEDGE

- Strong interpersonal, community and negotiation skills.
- Effective oral and written communication, especially the ability to prepare written and make oral presentations and technical reports.
- Knowledge of commercial building construction best practices, new technologies and environmental and sustainable initiatives.
- Knowledge of building codes and Occupational Health and Safety regulations, Federal and Provincial legislation and SCR D by-laws governing the operation and maintenance of public buildings.
- Effective visioning, strategic thinking, management and leadership skills.
- Demonstrated understanding of the development, design, operation and maintenance of municipal infrastructure and related industry best practices.
- Ability to manage a variety of projects in various stages of development.
- Proficiency in conducting technical research in relevant issues.