

## Capital Projects Manager III

Position ID: J0426-0237

Job Type: Full Time

Department: Capital Projects

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

Posting Closing Date: May 5, 2026

---

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### The Opportunity

Reporting to the Team Leader, Capital Projects Office this position is responsible for planning and implementing large and small, complex capital projects as part of the 10-year Capital program. Primarily providing project management services for the design and construction buildings. This includes new construction, lifecycle and renovations to Building Envelope (walls, roofs, windows, doors), Interior (partitions, ceilings, millwork, stairs, elevators), MEP (Mechanical, Electrical, Plumbing), Life Safety (fireproofing, smoke alarms, emergency power), Exterior (sidewalks, curbs, parking, lighting landscaping).

The Project Manager III position will provide advanced expertise in construction and project management across multiple disciplines (structural, electrical, mechanical, plumbing, etc.) regulated within the Alberta Building Code. This position will promote a transparent/predictable process to support the successful execution of all projects while

providing excellent service in delivering projects using the PMI® Project Management Standard.

Responsibilities include:

- Lead Capital projects throughout the project lifecycle, utilizing existing processes and procedures.
- Provide project teams and stakeholders with consistent structure, methods, techniques, and tools to successfully complete projects using project standard methodology from PMI®.
- Promote project management awareness, leadership, functional consultation, and guidance in the use of the corporate project management methodology and tools, and actively participate in continuous improvement to the process.
- Lead multidisciplinary project teams throughout the project lifecycle and achieve the project objectives, within the constraints of time, scope, cost, and quality.
- Complete project methods and processes including, but not limited to:
  - Joint project planning meetings
  - Develop proposals, charters, plans and schedules (i.e., task definition, time estimates and resource assignments)
  - Monitor field work during construction
  - Manage scope schedule & cost during design and/or construction
  - Manage the closeout activities and completing closeout reports
- Ensure project control processes are utilized such as:
  - Track, monitor and communicate project progress against the project plan
  - Track issues, decision requests and change requests from identification through to resolution
  - Identify the impact to project scope, budget resource requirements, timelines, etc. when changes to scope are introduced

### You Bring

- Bachelor's Degree in Civil Engineering or Construction Project Management; or a Diploma in Civil Engineering
- Equivalent combinations of education and experience may be considered
- A current member of Association of Professional Engineers and Geoscientists of Alberta (APEGA) or
- The Association of Science & Engineering Technology Professionals of Alberta (ASET)
- Beneficial to hold one of the following designations of P. Eng, P. Tech, RET, or CET
- A current member of the Project Management Institute (PMI)
- Holds a current Project Management Professional (PMP) designation or has the ability to acquire within 12-months of start date.
- Valid Class 5 Driver's License
- Minimum 10 years' working experience in a municipal construction environment including managing, and administrating contracts
- Practical knowledge and understanding of Alberta Building Code, Municipal Policies and Procedures as well as an understanding of Federal, Provincial and Municipal regulation and legislation
- Lead and manage the different phases of design review (preliminary to detailed) by Subject Matter Experts and provide feedback for specifications and contract documents



- Previous experience managing multiple concurrent projects in various stages of the project lifecycle, with multi-million-dollar budgets, knowledge of financial reporting processes, budget preparation and expenditure forecasting
- Ability to work independently with minimal supervision in a team environment, demonstrating sound judgment and initiative to establish priorities, and meet client expectations and deadlines
- Strong team leadership and ability to lead project teams to a specific goal
- Strong ability to work collaboratively within the department, the organization and consultants and contractors
- Strong communication and presentation skills, both oral and written
- Demonstrating tact and diplomacy to establish effective working relationships with external and internal stakeholders
- Ability to formulate and coordinate plans for a variety of projects
- Ability to forecast and report on multiple projects in various stages of the project lifecycle
- Strong problem solving, decision making and conflict resolution skills
- Demonstrated ability in customer services, communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability

### **We Offer**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

### **Additional Information**

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

\*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

### **Next Steps:**

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at [careers@airdrie.ca](mailto:careers@airdrie.ca) and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

