

Infrastructure Manager/Project Manager

Big things are happening in the City of Cranbrook!

Affordable living with small-town culture and big-city amenities in the heart of the Rocky Mountains, Cranbrook is experiencing unprecedented growth. We are seeking enthusiastic, capable professionals to manage generational infrastructure investments. Initiatives include major water quality and supply upgrades, long-term capital planning, and housing and revitalization support—offering years of meaningful projects to define your career and leave a lasting legacy.

The City of Cranbrook is looking for a talented project management professional with experience leading teams to join our Engineering and Development Services team. We want to invest in your career so you can invest and play in our community—grab your gear and Choose Cranbrook.

Job Details

JOB LOCATION: On-site, Cranbrook, BC

POSTING TYPE: Exempt

POSITION TYPE: Full-Time

HOURS OF WORK: A compressed schedule of 70 hours over two weeks, with one scheduled day off every pay period. (Average 7.75 hours per day)

THE CITY OF CRANBROOK

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

The City offers a competitive compensation and benefits package including performance-based salary progression, extended health, dental and vision care, short and long-term disability, Employer matching pension plan, accidental death and dismemberment insurance, life insurance and a \$500/yr. health and wellness benefit.

ANNUAL SALARY \$115,594.82 to \$140,858.38 Exempt Salary Grid Band D3

POSITION OVERVIEW

Under the direction of the Director of Engineering & Development Services, the Infrastructure Manager/ Project Manager is responsible for both the management of major capital projects as well as strategic planning for longer term infrastructure investment

priorities. This position will be responsible to oversee the City's relationships and communications with professional consulting firms, internal project support teams, and City of Cranbrook operations leaders for effective and efficient project delivery from procurement to commissioning. Responsibilities would also include asset management and longer term funding strategies working alongside other management and senior team members to build business cases for sustainable service delivery.

KEY RESPONSIBILITIES

- Responsible for planning and delivery of Capital Works infrastructure projects, including all aspects of project life cycle from identification through to cost estimating, consultant procurement, contractor procurement, construction, commissioning, and close out.
- Provides support for other strategic department initiatives including budget preparation, strategic planning, grant applications, and infrastructure studies.
- Functional leader in the City's Asset Management Framework, including supporting the maintenance of inventory and condition data as well as establishing funding and levels of services targets
- Provides civil engineering, administrative, technical analysis, site inspection and design support for smaller projects and minor works contracts.
- Prepares and/or reviews bylaws, agreements, policies and procedures as it applies to the functions of the Engineering and Development Services Department.
- Assists in preparation of reports for Senior Management and for Council consideration.
- Has a good understanding of contract law, procurement standards and remains abreast of legislative changes which may impact current or established projects, City policies and procedures.
- Maintains liaison with a variety of internal and external contacts and provides advice, direction, oversight, and assistance within established City policy and guidelines.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma.

- University Degree in Civil Engineering or Diploma in Civil Engineering Technology or Equivalent Education and Training.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's Licence.
- Registered with EGBC as a Professional Engineer or ASTTBC as an Applied Science Technologist.
- PMP designation with Project Management Institute would be considered an asset.

EXPERIENCE

- Intermediate to Senior level position in the engineering field with the opportunity for continued investment in career growth and professional development.
- Five to Ten (5-10) years' experience preferred, with consideration for motivated and talented less experienced candidates.
- Experience managing complex public sector infrastructure projects in the range of \$3-10million.
- Managing project teams, with direct supervision and management of employees being preferred.

SPECIFIC SKILLS

- Proficient in computer use, Microsoft Office, and Project Management software.
- Proficient in estimating, measuring and recording quantities of materials.
- Knowledge of Provincial/Federal regulations and guidelines affecting Land Development and Municipal Infrastructure.
- Must have the ability to read, interpret and evaluate construction contracts, engineering drawings, and engineering reports.
- Ability to manage procurement processes including preparation and evaluation of RFP's and Tenders
- Excellent verbal and written communication skills with experience speaking in front of Councils/Boards
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy in dealing with members of the public, other agencies and staff.

- Excellent organizational and time management skills.

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to perform all of the duties outlined in a safe manner following established City policies and procedures; WorkSafeBC.
- Possess working knowledge of City of Cranbrook Contract and Specifications for Municipal Services, MMCD standards, and general municipal engineering construction practices and procedures.
- This position is privy to sensitive project information; confidentiality is required.
- Police Information Check.

CLOSING DATE: 07/09/2026