

Engineering Project Manager - FT Temp

Req #1190

902 7 Ave, Canmore, AB T1W 3K1, Canada

Job Description

Posted Wednesday, April 29, 2026 at 2:00 AM

Why work for the Town of Canmore? For starters, you can take great pride in our collaborative organization, its positive work culture and our amazing group of talented people who genuinely care about our community and accomplish outstanding work each and every day for its citizens. As a municipal government organization, the Town of Canmore exists to serve the community and visitors to Canmore. The organization is committed to supporting a triple bottom line sustainable future for all by promoting wellness and active living, being leaders in environmental stewardship, and ensuring the effective and efficient use of taxpayer dollars.

Position Overview:

The Engineering Project Manager is responsible for leading the planning, coordination, and execution of municipal infrastructure and capital projects, ensuring alignment with community needs, regulatory requirements, and strategic priorities. This role oversees all phases of project delivery—from feasibility and design through procurement, construction, and close-out—while managing budgets, schedules, and interest holders' engagement. The Engineering Project Manager ensures compliance with municipal policies, engineering standards, and environmental regulations, and collaborates with internal departments, consultants, contractors, and the public to deliver projects that enhance municipal services and infrastructure. The role is also accountable for risk management, reporting, and continuous improvement in project delivery practices.

Core Accountabilities:

Capital Project Management

- Lead the initiation, planning, execution, monitoring, and close-out of municipal capital projects
- Develops project charters, scopes, schedules, budgets, and risk mitigation strategies
- Procures and manages consulting and construction services in accordance with municipal procurement policies and procedures
- Administers contracts, including change orders, progress claims, and performance evaluations
- Monitors project performance related to scope, schedule, cost, quality, and risk
- Coordinates resident engineering and construction inspection activities, as required
- Completes project close-out processes, including deficiency resolution, financial reconciliation, documentation, reporting, and asset handover to operations
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Planning, Design, and Asset Management

- Supports master planning, capital planning, and asset management initiatives

- Oversees or contributes to infrastructure condition assessments and asset prioritization
- Coordinates the development of conceptual, preliminary, and detailed design work in alignment with municipal planning documents, transportation plans, and engineering standards

Development Review and Construction Oversight

- Reviews engineering drawings, reports, and technical submissions related to development and municipal infrastructure projects
- Ensures submissions comply with municipal design standards, approved plans, and sound engineering practices
- Coordinates or performs inspections to ensure construction aligns with approved drawings, permits, and agreements
- Reviews and responds to utility line assignments and servicing strategies associated with development applications

Stakeholder Engagement and Collaboration

- Acts as a key point of contact for consultants, contractors, developers, residents, and utility providers
- Collaborates with other municipal departments to ensure integrated project delivery and service outcomes
- Participates in public engagement activities, stakeholder meetings, and interdepartmental working groups as required

Health and Safety

- Understands and fulfills the Worker responsibilities as outlined in the Town of Canmore Health & Safety Directive
- Participates in the Town's health & safety program and complies with all legislation, policies, directives, procedures, and Safe Work Practices relevant to the tasks being performed
- Works in a manner that is safe and protects the health and safety of self and others
- Refrains from causing or participating in harassment or violence
- Reports injuries and incidents/concerns about unsafe or harmful worksites, acts, or conditions

Key Competencies

- Professional Judgment & Accountability – Applies sound engineering and project management judgment in accordance with professional standards, legislation, and municipal policy; understands accountability for public safety, public funds, and the long-term performance of municipal infrastructure
- Technical & Analytical Thinking – Analyzes complex infrastructure and construction issues, evaluates alternatives, and develops practical, defensible solutions using appropriate engineering standards, data, risk analysis, and best practices
- Project & Consultant Management – Plans, prioritizes, and delivers capital projects effectively from initiation through close-out; manages consultants, contractors, schedules, budgets, risks, and deliverables to achieve approved scope, quality, and outcomes
- Collaboration & Relationship Building – Builds effective working relationships with internal departments, consultants, contractors, developers, utility providers, regulators, and the public through trust, professionalism, and respect
- Communication & Influence – Clearly communicates project and technical information to non-technical audiences; prepares well-reasoned recommendations and contributes

effectively to reports, briefings, Council materials, and stakeholder or public engagement activities

- Initiative & Continuous Improvement – Demonstrates initiative in identifying improvements to project delivery practices, standards, and service outcomes; seeks efficiencies and lessons learned while remaining current with evolving engineering, construction, and project management practices
- Adaptability & Resilience – Maintains effectiveness when priorities shift, schedules change, risks emerge, or competing interests arise; responds constructively to feedback, conflict, and ambiguity in a dynamic municipal environment
- Ethics, Respect & Workplace Conduct – Acts with integrity and accountability; contributes to a respectful, safe, and inclusive workplace and complies with all health, safety, and organizational policies and directives

Education, Experience & Certifications

Required

- Undergraduate degree in Civil Engineering or Technologist from an accredited Canadian post-secondary program or equivalent
- Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T.) in good standing, licensed to practice in Alberta
- Valid Alberta Class 5 Driver's License
- Minimum of five (5) years for P. Eng or ten (10) years for C.E.T. of progressive experience in project management, construction, or infrastructure delivery
- Proven experience in capital project delivery, financial management, budgeting, and expenditure tracking
- Strong analytical, budgeting, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to manage conflict, navigate political environments, and balance competing priorities
- Demonstrated ability to read, interpret, and apply legal agreements and engineering and architectural plans and specifications
- Ability to work effectively with organizations at all levels of government
- Highly proficient in Microsoft 365

Preferred Qualifications/Assets

- Project Management Professional (PMP) or equivalent project management certification
- Experience working within Alberta's municipal legislative and regulatory environment
- Experience writing grant funding applications and reporting
- Working knowledge of AutoCAD and GIS
- Experience coordinating consultants, contractors, and multidisciplinary stakeholders

Salary & Benefits:

- Pay Range- **\$94,967.60 or \$106,797.60** annually. Compensation will be based on the successful candidate's related work experience and education
- **This is a full -time temporary position until March 31, 2028.**
- FT Temporary Benefits
- Personal development & learning opportunities
- Positive work culture
- Work-Life Balance

Closing Date for Applications: This posting will remain open until filled.

How to Apply: To apply, please combine your cover letter and resume into a single document (PDF or Word) and click on the "APPLY NOW" link below. To help us learn more about you, in your cover letter please clearly detail the following:

1. Why do you want to be Engineering Project Manager for the Town of Canmore? Why Canmore?
2. What interpersonal and leadership skills do you have that would make you a great addition to our team?

Prior to beginning work, the successful candidate will be required to submit all required certifications and documentation, including driver`s abstract and records checks. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

The Town of Canmore is committed to fostering an inclusive and respectful workplace. We are proud to be an equal opportunity employer and make employment decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, disability, marital status, family status, ancestry, place of origin, or any other protected characteristic under applicable law.

We believe diversity strengthens our organization, and we encourage applications from all qualified individuals. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, hr@canmore.ca

Job Details

Job Family
Exempt Professionals

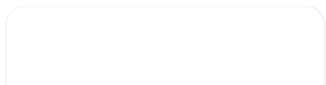
Pay Type
Salary

Employment Indicator
Exempt Employee

Hiring Min Rate
94,894.80 CAD

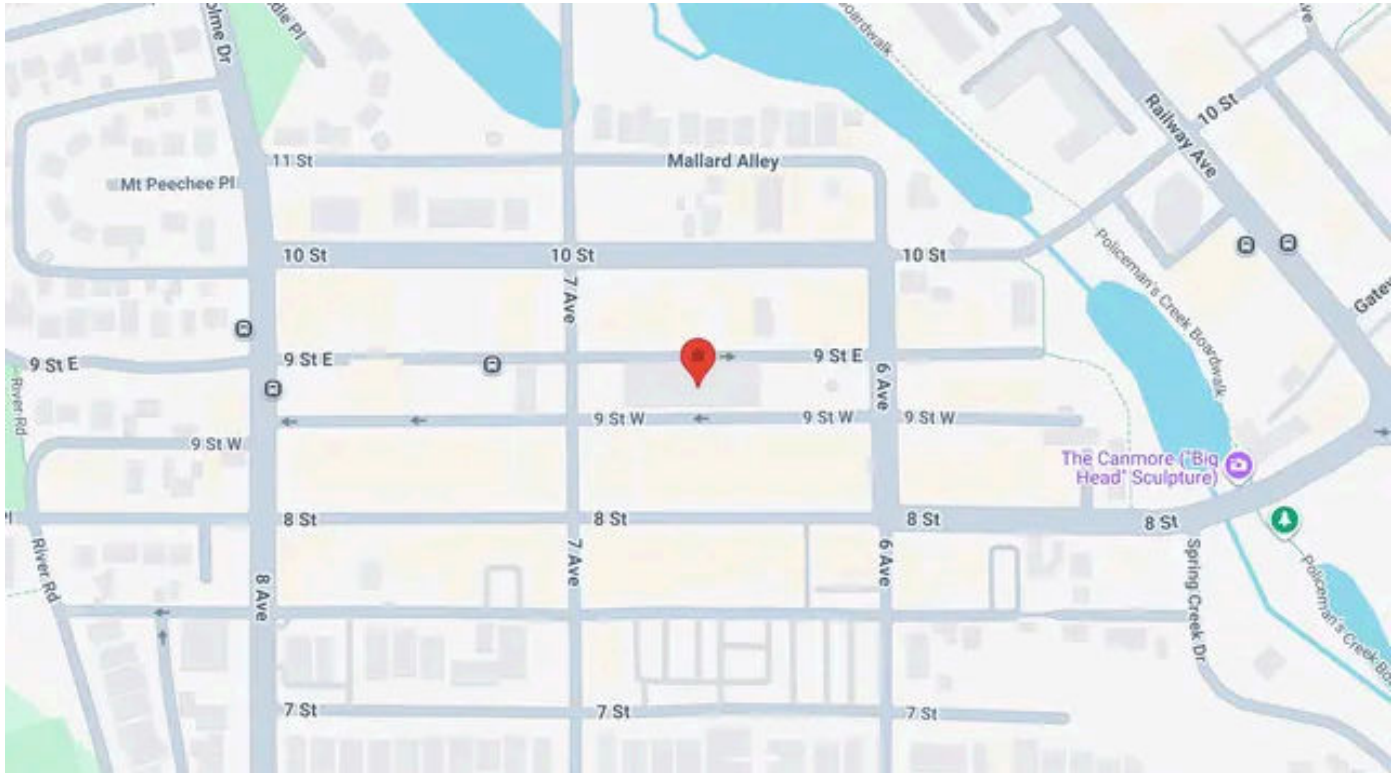
Hiring Max Rate
100,828 CAD

Scan this QR code and apply!





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