

Project Manager - Engineering Services

Big things are happening in the City of Cranbrook, the Basecamp of the Kootenays!

With affordable living, a vibrant small-town culture, and big-city amenities in the heart of the Rocky Mountains, Cranbrook is experiencing unprecedented growth and transformation. We're seeking enthusiastic, capable professionals to help shape our community's future through a range of exciting initiatives, including the Official Community Plan, Downtown Revitalization Master Plan, Active Transportation Plan, Tourism Master Plan, and Infrastructure Master Plans.

These visionary projects are creating unique opportunities for a talented engineering and land development professional to join our Engineering and Development Services team and help lead the next chapter of Cranbrook's growth.

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 a \$500/yr. health and wellness benefit and continued support for your professional development and growth.

ANNUAL SALARY \$98,123.54 to \$119,568.71, Exempt Salary Grid Band C4

POSITION OVERVIEW

Under the direction of the Manager of Engineering, the Project Manager - Engineering Services provides engineering and technical support to the Engineering and Development Services team and other City departments as required. This includes assisting with review of Subdivision applications, review of Capital Works designs, review of Civil Engineered plans and issue permits to proceed with civil works, support of Engineering reports and studies, Project Management support, and work related to Bylaws, Policies and Specifications.

KEY RESPONSIBILITIES

- Lead and manage projects, such as infrastructure master plan updates and complex developments and subdivisions, as well as some in house construction works, such as the paving program and PRV upgrades.
- Provides engineering design review, administrative, technical analysis, and site inspection for projects related to municipal infrastructure, capital works projects, and subdivision review.
- Supports Approving Officer functions and development approvals oversight, including the civil review of all subdivision and development applications and Preliminary Layout Approval support.
- 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 the Municipal Act 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 and assistance within established City policy and guidelines.
- Provides information and assistance to developers, contractors, consultants, business officials, and the public on matters or issues related to the Engineering and Development Services Department.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma.
- Diploma in Civil Engineering Technology, or equivalent education in a relevant field.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's Licence.
- Registered with EGBC as an EIT or P. Eng, or registered with ASTTBC as Civil Tech.

EXPERIENCE

- Minimum three (3) years experience preferred in a local government setting.
- Experience with civil infrastructure design and review.

SPECIFIC SKILLS

- Proficient in computer use, Microsoft Office, spreadsheets, and word processing, etc.

- 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 engineering drawings, engineering reports, and subdivision applications.
- Excellent verbal and written communication skills.
- 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 developer and consultant information; confidentiality is required.
- A satisfactory Police Information Check is required.

CLOSING DATE: Open until filled