

# BUILD A CITY. BUILD A FUTURE.



## Project Manager – Engineering Capital Projects

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Looking for a great place to work where your contributions are valued, and you can help make a difference in a city of vibrant communities? This is a great opportunity to work for one of BC's top employers and to contribute to serving the residents of Surrey!

The Project Manager reports to the Capital Projects Manager and is a key part of the Project Delivery Division that is responsible for the delivery of the Engineering Capital Program, including water, sewer, drainage utilities, district energy, and transportation improvements.

As a Project Manager specializing in Engineering Capital Projects, your role will be critical in overseeing and executing complex construction and infrastructure projects. You will be responsible for managing the entire project lifecycle, from initial planning and design to procurement, construction, and successful project completion. Your in-depth knowledge of the construction industry and management of capital projects combined with your exceptional organizational skills, leadership abilities, and strategic mindset will be key in delivering projects on time, within budget, and to the highest standards of quality.

### EMPLOYMENT STATUS

Exempt – Regular Full-Time

### RESPONSIBILITIES

1. Delivery of highly complex and strategically important Engineering infrastructure projects and assists in managing operational aspects of these projects.
2. Overseeing, managing, creating, and updating procurement documents, templates, practices, procedures, and processes to facilitate the efficient and effective delivery of the Engineering Departments Capital Program.
3. Overseeing and reviewing work of junior staff (EA3).
4. Project Scoping and Strategy:
  - Develop comprehensive project plans, including scope, goals, deliverables, and timelines;
  - Conduct thorough feasibility studies and risk assessments to identify potential project challenges and develop effective mitigation strategies; and
  - Collaborate with stakeholders to define project objectives, requirements, and success criteria.
5. Project Execution and Monitoring:
  - Coordinate and oversee all project activities, ensuring adherence to project plans, schedules, and budgetary constraints;
  - Manage project teams, including contractors, subcontractors, and internal resources, to ensure smooth workflow and effective communication;
  - Regularly monitor project progress, identify deviations, and implement corrective actions as necessary; and
  - Conduct regular project status meetings and provide timely reports to stakeholders, highlighting achievements, risks, and recommended solutions.
6. Budget and Resource Management:
  - Supports the development and management of project budgets, closely tracking expenses, and ensuring cost control measures are in place; and
  - Assists in procurement processes under established guidelines.
7. Quality Assurance and Compliance:
  - Ensure compliance with relevant regulatory requirements, building codes, and safety standards throughout the project lifecycle; and
  - Conduct regular inspections and audits to identify areas for improvement and implement necessary corrective actions.

8. Stakeholder Management:

- Maintain strong relationships with project stakeholders, including clients, architects, engineers, regulatory authorities, and community members;
- Facilitate effective communication channels to address concerns, resolve conflicts, and maintain alignment between stakeholders and project goals; and
- Provides updates and information to project teams and clients as requested.

**QUALIFICATIONS**

- A Bachelor’s Degree in Construction Management or Civil Engineering, plus 8 years related experience preferably within the municipal sector, or an equivalent combination of training and experience.
- Certification as a Project Management Professional through the Project Management Institute is preferred.
- Proven experience as a Project Manager on municipal engineering capital projects, with a strong track record of successfully participating in the delivery of large-scale projects on time and within budget.
- In-depth knowledge of construction methodologies, project management principles, and relevant regulations and codes.
- Excellent leadership and team management skills, with the ability to motivate and guide multidisciplinary project teams.
- Strong problem-solving and decision-making abilities, with a focus on delivering innovative and practical solutions.
- Exceptional communication and negotiation skills, with the ability to effectively interact with stakeholders at all levels.
- Proficient in project management software and tools for planning, scheduling, and reporting.
- Valid BC Class 5 Driver’s License.

**Additional Info**

P2 - \$115,641-\$136,048

**APPLY**

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7196.