

Capital Projects Coordinator

The Municipal District of Bonnyville No. 87 invites applications for a full-time **Capital Projects Coordinator**. The Capital Projects Coordinator is responsible for planning, coordinating, and managing capital planning and the delivery of capital and operating projects including but not limited to roads, bridges, buildings, water/sewer treatment, airport, and surface drainage.

Duties & Responsibilities:

- Manage and supervise consultants, outside contractors and/or municipality staff on capital projects and/or internal municipal projects.
- Discuss priorities and schedules with the Manager, Infrastructure Services – Projects, Assets, & Utilities.
- Recommend procedures to achieve goals while considering government standards and policies.
- Maintain clear communication within all municipal departments.
- Provide positive leadership and guidance to contractors, consultants, and municipal staff.
- Assist in the capital and operating budget, project identification, technical project management, risk analysis, and technical administration.
- Participate in the management and supervision of the operations & capital works of the Bonnyville Regional Airport.
- Develop strategic capital planning documents.
- Construct preliminary cost estimates for potential or desirable future works to facilitate consideration for approval and prioritization.
- Develop terms of reference for required consultant services including soliciting and evaluating proposals with a recommendation for consultant activities.
- Prepare tender documentation, arrange preliminary survey designs, schedule engineering/construction activities, and coordinate necessary land acquisitions to facilitate timely implementation of approved capital and/or internal operating projects.
- Manage and coordinate contract supervision, cost control, and where required, measurement and quantity verification for contractor payment.
- Consult and coordinate with other supervisory staff to establish and monitor the number and types of equipment required to provide optimum delivery of capital or operating projects.
- Address projects strategically.
- Prepare and present required Requests for Decision (RFD) proposals at Council meetings.
- Report issues and/or concerns and provide possible alternatives for corrective action.
- Perform other duties within the scope of the position as required.

Qualifications:

- University or Technical/Community College graduate or equivalent in engineering, planning and development, or other related fields.
- P. Eng, R.E.T., P.Tech, C.E.T., PMP designations will be considered an asset.
- Experience in managing/constructing civil infrastructure projects will be considered an asset.

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- Experience in a municipal environment will be considered an asset.
- Excellent interpersonal skills with demonstrated leadership ability.
- Excellent communication skills, both verbal and written.
- Well versed with Microsoft Office Suite.
- Familiarity with other software (CAD Drafting, ArcGIS, Project Management software, etc.) would be considered an asset.
- Strong time management skills.
- Valid Class 5 driver's license with satisfactory results.

All interested applicants are invited to submit their resume, in confidence to:
Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: 780-826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate found