CHARLOTTETOWN

MANAGER OF ASSETS AND INFRASTRUCTURE

Location: Charlottetown, PE

SALARY	EMPLOYMENT	APPLY BY
$109,355.27 - $128,655.54	Full-time | Permanent	November 18, 2026, | 4:00 p.m.

The City of Charlottetown is seeking an experienced, motivated, and strategic leader to join our team as Manager of Assets and Infrastructure.

This is an exciting opportunity to play a key leadership role in managing and maintaining the City's infrastructure while helping shape the long-term sustainability and growth of our community.

Reporting to the Director of Community Services, the Manager of Assets and Infrastructure will lead the coordination and administration of the City's Asset Management Plan and capital projects, ensuring municipal infrastructure is effectively planned, maintained, rehabilitated, and improved throughout its lifecycle.

What You'll Do

As Manager of Assets and Infrastructure, you will:

- Lead the development, implementation, and ongoing management of the City's Asset Management Plan.
- Oversee the planning, design, and delivery of capital infrastructure projects.
- Manage infrastructure budgets, project costs, timelines, and resources.
- Oversee municipal infrastructure including roadways, sidewalks, buildings, street lighting, water, wastewater, and stormwater systems.
- Coordinate infrastructure condition assessments and identify maintenance and capital improvement priorities.
- Provide leadership, guidance, and technical recommendations to Council, Committees, senior leadership, and other departments.
- Build and maintain effective working relationships with consultants, contractors, provincial agencies, and community partners.
- Ensure projects comply with applicable legislation, municipal policies, and occupational health and safety requirements.

What We're Looking For

The successful candidate will bring:

- A minimum of seven (7) years of progressively responsible experience in Public Works and/or Water and Sewer Utility.
- A Civil Engineering degree from a recognized college or university or demonstrated equivalent work experience.

- A minimum of five (5) years of project management experience.
- Full membership or eligibility for membership with the Association of Professional Engineers of PEI.
- Strong leadership, communication, organizational, analytical, and problem-solving skills.
- Experience with municipal infrastructure, construction, maintenance, and repair.
- Demonstrated computer proficiency and advanced knowledge of Microsoft Office. Experience with GIS, CAD, GPS, or similar technologies is considered an asset.

Formal education in project management is considered an asset. An equivalent combination of training and experience may be considered.

Why Join the City of Charlottetown?

Be part of a team committed to building a strong, sustainable, and thriving capital city. In this senior leadership role, you will have the opportunity to influence infrastructure planning, lead meaningful projects, and contribute directly to the services and facilities our community relies on every day.

This is more than a leadership role – it's an opportunity to make a lasting impact on one of Atlantic Canada's fastest-growing communities. When you join our team, you'll enjoy a rewarding career supported by an outstanding benefits package, including:

✓ 50/50 employer/employee cost-shared Canada Life Health & Dental Benefits

✓ Defined Benefit Pension Plan

✓ Generous vacation entitlement

✓ Paid sick leave

✓ Family Leave Days

✓ Employee Assistance Program (EAP)

✓ Ongoing professional development opportunities

✓ A collaborative leadership team committed to innovation and public service

✓ And much more!

Apply Today!

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Applications should clearly demonstrate how you meet the qualifications for the position, as screening will be based on the information provided.

For more information about this employment opportunity, please refer to the below job description.

MANAGER OF ASSETS AND INFRASTRUCTURE

NATURE OF WORK:

This is a professional management position in which the incumbent coordinates and administers the City's Asset Management Plan and Capital Projects. The incumbent is responsible for optimizing the City's infrastructure over the full lifecycle. They oversee engineering projects on behalf of the City and coordinates internal resources and third parties/vendors for execution of projects, ensuring that all projects are delivered on time, within scope and within budget. Project involvement includes infrastructure construction, rehabilitation and improvements including but not limited to Building Maintenance, Right-of-Way Construction & Traffic Control, Street Lighting, Infrastructure (roadways, stormwater, water and wastewater).

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Director of Community Services.
- Develops and maintains close working relationships with members of Council, departmental managers, supervisors and all City employees to provide oversight on all engineering projects.
- Works closely with all department managers and relates to Council through the Director as well as directly through various Standing Committees.
- Develops and fosters close working relationships with project design and management consultants, construction contractors, other service providers and external agencies and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the senior leadership team for the City of Charlottetown, the Manager of Assets and Infrastructure provides valuable input for strategic planning to assist the organization in meeting the goals of Council, and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Provides leadership and accountability in achieving the goals and objectives of the organization.
- Coordinates the City's Asset Management Plan ensuring timely infrastructure construction and maintenance projects.
- Develops, updates, and implements long-term Asset Management Plans (AMP) and policies ensuring the sustainability of infrastructure. Considering the entire life cycle of assets, from acquisition and construction to maintenance, rehabilitation, and disposal.
- Oversees maintenance of accurate asset inventories, databases, and GIS (Geographic Information Systems) data, tracking condition, performance, and risk.
- Oversees regular, periodic condition assessments of infrastructure to identify maintenance needs and prioritize capital upgrades.
- Prepares, monitors, and manages annual operational and capital budgets for infrastructure projects.
- Develops and monitors specific project budgets for responsible areas, working with Finance to ensure appropriate level of detail in accounting to delineate costs as appropriate.
- Supervises the planning, design, and construction of capital projects, ensuring they are completed on time and within budget.
- Prepares reports and presentations for council, senior leadership, and the public regarding infrastructure status and funding requirements.
- Assists in the development of Committee meeting agendas and follows up with Committee and Council directions, questions and information transfer.
- Provides advice and recommendations to Committee on technical and operational issues pertinent to operations and City practices; as directed or appropriate prepares presentations, reports, and recommendations for the CAO, Council, and Standing Committees for review and/or approval as well as input to the formulation of relevant strategies, policies and procedures.
- Manages the development, implementation, and monitors the necessary operational procedures to undertake special projects, ensuring consistency with City policy, procedures, legislation and bylaws.
- Works closely to provide supporting and cooperative services to a number of other municipal departments, associated boards & commissions, as well as community service groups. Also, liaisons with Provincial transportation department in cooperative and mutually beneficial ventures.
- Liaises with consulting sector on specialized areas or projects.
- Facilitates clear and regular communication between City and consultants/contractors as well as maintains an up-to-date status on activities and projects.

- Documents progress for various projects and assist others in developing standard forms and data input to record operations and activities.
- Develops work plans and standard operational procedures; demonstrating productivity and measuring performance
- Ensures that construction sites are conforming to safe work practices/conditions in compliance with the City's Health and Safety Program, and Provincial Occupational Health and Safety Act.
- Provides high level of customer communications to public and staff
- Works with considerable freedom and exercises independent judgment in the performance of duties, guided by current policies and sound operational practices.
- Performs other related duties, responsibilities and functions as may be assigned.
- Requires some infrequent evening and/or weekend work.

REQUIRED COMPETENCIES:

- Excellent communication skills, both written and oral.
- Extensive knowledge in construction, maintenance and repairs of municipal assets including roadways, sidewalks, buildings, parks, water, sewer, stormwater, and related infrastructure and familiarization with utility operations.
- High-level analytical skills to interpret data, perform risk assessments, and make evidence-based decisions.
- Thorough knowledge of right-of-way infrastructure principles, liabilities, and best practices within the sector.
- Strong organizational, leadership, and conflict-resolution skills.
- Ability to effectively communicate with strong writing, presentation, and listening skills that promote understanding and clarity in a respectful manner,
- Good analytical and critical systems thinking skills.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and is knowledgeable about hazards and safety precautions applicable to the work.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities.
- Ability to plan and organize own work as well as direct and supervise the work of others, including consultants and contractors.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.

- Must be physically able to carry out field visits and review of construction sites.

REQUIRED QUALIFICATIONS:

- A minimum of seven (7) years of progressively responsible experience in the varied areas of Public Works and/or Water and Sewer Utility.
- A Civil Engineering degree from a recognized college or university or demonstrated equivalent work experience. Formal education in project management is an asset.
- A minimum of five (5) years of experience in project management.
- Full membership (or eligibility) with the Association of Professional Engineers of PEI
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software. Knowledge and experience in additional technology (GIS, CAD, GPS, etc.) is an asset.
- An equivalent combination of training and experience may be considered.

Salary: $109,355.27 - $128,655.54 annually as per the Management Non-Union Salary Grid.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked "**Application for Manager of Assets and Infrastructure**" and submitted by **November 18, 2026, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4135.