



Manager of Municipal Projects

Employer: Village of Cumberland

Location: Cumberland, BC, Canada

Type: Full-time, Permanent

Reporting To: Director of Engineering and Public Works

About Us:

The Village of Cumberland is seeking a dynamic and motivated Manager of Municipal Projects to join our team. As a key contributor to the Village's successes, the Manager of Municipal Projects will thrive in a challenging, fast-paced, and progressive work environment.

Responsibilities:

The Manager of Municipal Projects, reporting to the Director of Engineering and Public Works, oversees the full life-cycle project management of a diverse portfolio of projects within the Village of Cumberland including transportation and infrastructure planning; environmental initiatives; sanitary sewer collection and treatment systems; stormwater management; water supply, treatment and distribution; facilities; and parks.

In close collaboration with cross-functional departments and external stakeholders, the Manager of Municipal Projects will ensure projects are prioritized and completed to high-quality standards within schedules and budgets. This role requires anticipating needs, thinking critically, and collaborating to solve problems with a high level of professionalism and confidentiality.

Job requirements:

Education:

- Diploma in Civil Engineering Technology or equivalent related diploma, or
- Bachelor's degree in civil engineering, Construction Management or a related field.

Professional designation:

- Applied Science Technologist or Technician (AScT), member of Applied Science Technologists and Technicians of British Columbia (ASTTBC), or
- Professional Engineer (P. Eng), member of Engineers and Geoscientists of British Columbia (EGBC).
- Project Management Professional (PMP) certification.

Experience:

- Minimum of five (5) years of progressive experience in project management, preferably in municipal government or public sector organizations.
- Minimum of three (3) years of Construction Contract Administration experience.

Preference will be given to candidates with local government experience.

Why Join Us:

Joining the Village of Cumberland as a Manager of Municipal Projects means becoming an essential part of a collaborative team dedicated to the success of our community. Enjoy impactful contributions to strategic decisions, ongoing professional growth opportunities, and a supportive work environment that values work life balance. Embrace the opportunity to make a positive impact on both the organization and the community it serves. Join us for a fulfilling career where your expertise is valued, and your contributions matter.

About Cumberland:

Situated in the beautiful Comox Valley on Vancouver Island, the Village of Cumberland (cumberland.ca) is a progressive municipality known for its proximity to outstanding outdoor recreation, vibrant cultural and heritage amenities, a thriving food and beverage scene, and world-class arts and music. The community boasts an internationally recognized trail network, lakes, streams, and a mature rainforest. Saltwater beaches and Mount Washington Alpine Resort are just a short drive away.

What We Offer:

The Village of Cumberland is a progressive employer that values its workforce. We offer a competitive salary range of \$79,964 to \$108,186, along with excellent benefits, in an environment that fosters a culture of empowerment, accountability, and collaboration. Additionally, we provide a flexible work policy that supports a healthy work life balance. We are dedicated to building a diverse community where employees feel a sense of belonging and are valued for the contributions and perspectives they bring to the team.

Housing Assistance:

For those considering relocating to Cumberland, the Village may be able to offer market-rate rental accommodation for the successful candidate.

How to Apply:

For more information about the position, please contact hr@cumberland.ca.

To apply, forward a cover letter and your resume in confidence to hr@cumberland.ca. Applications will be received until the end of day on August 8. We will be reviewing applications as they are received, and applicants may be contacted prior to the closing date.



JOB DESCRIPTION

MANAGER OF MUNICIPAL PROJECTS

Job Title: Manager of Municipal Projects	Department: Operations	Supervisor's Title: Director of Engineering and Public Works
Classification: Exempt Full time		Date: June 2024

POSITION SUMMARY

The Manager of Municipal Projects, reporting to the Director of Engineering and Public Works, is responsible for the full life-cycle project management for projects within the Village of Cumberland's operations. The Manager of Municipal Projects oversees a diverse portfolio of projects including transportation and infrastructure planning; environmental initiatives; sanitary sewer collection and treatment systems; stormwater management; water supply, treatment and distribution; facilities; and parks.

In this role, the Manager of Municipal Projects will ensure projects are prioritized and completed to high-quality standards within allotted schedules and budgets. This role requires anticipating needs, thinking critically, and collaborating to solve problems with a high level of professionalism and confidentiality.

CORE COMPETENCIES REQUIRED FOR THIS ROLE

- Independence of judgment and strong initiative
- Excellent interpersonal and conflict resolution skills
- Team-oriented worker
- Highly organized and motivated
- Skilled at multi-tasking with an ability to identify efficiencies
- Strong computer knowledge
- Excellent written and verbal communication skills
- Demonstrated ability to develop and work within budgets

KEY RESPONSIBILITIES

Below is a partial list of Key Responsibilities:

Project Planning and Development:

- Lead the development and implementation of the Village's projects plan, in alignment with Council strategic goals and community needs.
- Conduct or oversee feasibility studies, risk assessments, and cost-benefit analyses for proposed projects.
- Lead consultation process and permit applications required for larger and/or grant funded projects.
- Collaborate and engage with various stakeholders including relevant Village departments, engineering teams, government agencies, indigenous communities, contractors, and community members.

Project Management and Execution:

- Manage all phases of municipal projects from initiation to completion, including procurement, design, construction and closeout.
- Develop project schedules, budget, and resource plans, and monitor progress against established milestones and performance metrics.
- Coordinate and oversee the work of internal staff, consultants, contractors, and subcontractors to ensure compliance with project specifications, safety standards, and regulatory requirements.

Financial Management and Budgeting:

- Prepare and manage the projects budget, including forecasting expenditures, tracking costs, and identifying variances.
- Monitor project expenses, review change orders, and recommend adjustments to ensure fiscal responsibility and adherence to approved budgets.
- Provide description, detail, and costs of new tangible capital assets.
- Lead project related grant application and reporting activities.

Quality Assurance and Risk Management:

- Ensure quality control measures and procedures to confirm that projects meet established standards and specifications.
- Proactively identify potential risks and issues that may impact project delivery and develop mitigation strategies to minimize disruptions and delays.
- Ensure compliance with relevant legislation, codes, regulations, and environmental standards.

Reporting and Documentation:

- Prepare and present regular progress reports, presentations, and updates for senior management, council members, and other stakeholders.
- Maintain accurate records, documentation, and project files in accordance with the Village's policies and procedures.
- Evaluate project outcomes, lessons learned, and best practices for continuous improvement and knowledge sharing.

GENERAL DEPARTMENT RESPONSIBILITIES

- Ensure compliance with all Village policies, bylaws, agreements, contracts, and external regulations.
- Provide input on modifications or improvements to policies, procedures, and practices to improve the functioning of the Department; and provides input to written work procedures as required.
- Carry out safe work practices and adheres to safety and other work-related regulations; reports unsafe and/or insecure situations that may arise from time to time; and implements emergency procedures as directed.
- Train and participate as an active member of the Village's Emergency Operations Center (EOC) team.
- Ability to work varied hours as necessary to meet the requirements for deadlines as well as attending meetings. From time to time, attendance may be required at Council meetings which are outside of regular office hours.

QUALIFICATION REQUIREMENTS

A combination of experience and education may be considered for an individual that is demonstrating a sincere effort to complete a relevant post-secondary program.

Education:

- Diploma in Civil Engineering Technology or equivalent related diploma, or Bachelor's Degree in Civil Engineering, Construction Management or a related field.
- Professional designation:
 - Applied Science Technologist or Technician (AScT), member of Applied Science Technologists and Technicians of British Columbia (ASTTBC), or
 - Professional Engineer (P. Eng), member of Engineers and Geoscientists of British Columbia (EGBC).
- Project Management Professional (PMP) certification.

Experience:

- Minimum of five (5) years of progressive experience in project management, preferably in municipal government or public sector organizations.
- Minimum of three (3) years of Construction Contract Administration experience.

REQUIRED LICENCES, CERTIFICATES, AND ASSOCIATION MEMBERSHIPS:

- Valid British Columbia Class 5 Drivers License.
- Current criminal record clearance

The Ideal Candidate will have:

- Strong project management skills with a proven track record.
- Excellent leadership skills and the ability to motivate and inspire project teams.
- Ability to foster a collaborative and inclusive work environment.
- Strong understanding of municipal infrastructure, construction practices, and engineering principles.
- Technical knowledge in areas such as civil engineering, architecture, urban planning and environmental sustainability.
- Ability to build relationships and engage with diverse stakeholders.
- Strategic thinking abilities and the capacity to analyze complex issues, identify solutions and make informed decisions.
- Understanding of financial management and budgetary processes.
- Ability to analyze financial data and make sound fiscal decisions to optimize resource allocation and cost-effectiveness.
- Skills to adapt and be resilient in navigating changes, setbacks, and unexpected challenges.
- Commitment to ongoing learning and professional development.