



## Project Manager

**Employer:** Village of Cumberland  
**Location:** Cumberland, BC, Canada  
**Type:** Full Time- Temporary – One Year Term  
**Hours Per Week:** 35 hours per week  
**Reporting To:** Director of Public Works and Engineering  
**Position Type:** Exempt  
**Salary:** \$90,000 to \$103,274 Annually



Are you looking for an opportunity to apply your project management expertise to projects that directly support community services and long-term sustainability? The Village of Cumberland is seeking a collaborative and organized Project Manager for a temporary one-year term to advance priority municipal initiatives, support Council's strategic objectives, and strengthen the delivery of essential services.

### About The Role:

The Village of Cumberland is seeking an experienced and adaptable Project Manager for a temporary one-year term to provide additional project leadership capacity and support the timely delivery of Council's strategic priorities.

Reporting to the Director of Engineering and Public Works, the Project Manager will lead and coordinate a portfolio of priority initiatives across infrastructure, corporate, and operational service areas. The successful candidate will thrive in a fast-paced local government environment, bring a practical and solutions-focused approach to project delivery, and work collaboratively with internal teams, external partners, and stakeholders to ensure projects are completed on schedule, within budget, and to a high standard.



### **Key responsibilities include:**

- Leading the planning and delivery of the Village's solid waste automated cart system implementation, including procurement, rollout, resident engagement, and program coordination.
- Support the implementation and ongoing development of asset management plans, including training, data integration, and compliance with provincial requirements.
- Lead and coordinate a range of municipal projects, including infrastructure, environmental, and facilities initiatives, ensuring they are delivered on time, within budget, and aligned with Council priorities.
- Collaborate with internal teams, external partners, and shareholders to support service delivery, special projects, and corporate initiative

### **What We Offer**

- A collaborative and supportive work environment that values work-life balance.
- Opportunities for professional growth and impactful contributions to the community.
- A chance to make a positive difference in a vibrant and engaged community.
- Accommodation may be available at market rate for the preferred candidate.

### **About Cumberland**

Nestled in the beautiful Comox Valley on Vancouver Island, the Village of Cumberland offers a unique blend of natural beauty, cultural richness, and outdoor adventure. The Village is a progressive municipality known for its proximity to outstanding outdoor recreation, 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.

### **Qualifications**

The ideal candidate will possess:

#### **Education:**

- Diploma in Civil Engineering Technology, Public Works, Environmental Technology, or a related discipline; or
- Bachelor's degree in a related field.

Preference may be given to candidates with education relevant to municipal infrastructure, asset management, and environmental services.



### **Professional designation:**

The following professional designations would be considered an asset, and the ideal candidate would have one of the following:

- Applied Science Technologist or Technician (AScT), member in good standing with the Applied Science Technologists and Technicians of British Columbia (ASTTBC); or
- Professional Engineer (P.Eng.), member in good standing with Engineers and Geoscientists of British Columbia (EGBC).
- Project Management Professional (PMP) certification is an asset.

### **Experience**

- Minimum of three (3) years of progressive experience in project management/coordination, preferably in municipal government or public sector organizations.
- Minimum of two (2) years of contract administration experience.

### **Licensing and Assessment Criteria**

- Satisfactory criminal record check.
- Valid BC Drivers License.

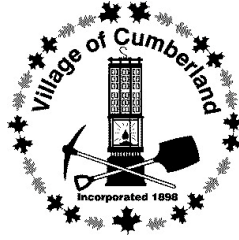
### **Housing Assistance:**

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

### **How to Apply**

Please submit your resume and cover letter to [hr@cumberland.ca](mailto:hr@cumberland.ca). This position will remain open until filled. Resumes will start to be reviewed on May 29, 2026





## JOB DESCRIPTION

### PROJECT MANAGER

<b>Job Title:</b> Project Manager	<b>Department:</b> Public Works & Engineering	<b>Supervisor's Title:</b> Director of Engineering and Public Works
<b>Classification:</b> Exempt Full time		<b>Date:</b> May 2026

### **POSITION SUMMARY**

The Project Manager, 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 Project Manager oversees a diverse portfolio of projects including:

- solid waste
- corporate initiatives
- asset management
- transportation and infrastructure planning
- environmental initiatives
- sanitary sewer collection and treatment systems
- stormwater management
- water supply, treatment and distribution
- facilities
- parks

In this role, the Project Manager 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 as required.
- 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.
- 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.

### **Education:**

- Diploma in Civil Engineering Technology, Public Works, Environmental Technology, or a related discipline; or
- Bachelor's degree in in a related field.

Preference may be given to candidates with education relevant to municipal infrastructure, asset management, and environmental services.

### **Professional designation:**

The following professional designations would be considered an asset, and the ideal candidate would have one of the following:

- Applied Science Technologist or Technician (AScT), member in good standing with the Applied Science Technologists and Technicians of British Columbia (ASTTBC); or
- Professional Engineer (P.Eng.), member in good standing with Engineers and Geoscientists of British Columbia (EGBC);
- Project Management Professional (PMP) certification is an asset.

### **Experience:**

- Minimum of three (3) years of progressive experience in project management/coordination, preferably in municipal government or public sector organizations.
- Minimum of two (2) years of contract administration experience.

### **REQUIRED LICENCES, CERTIFICATES, AND ASSOCIATION MEMBERSHIPS:**

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

### **The Ideal Candidate will have:**

- Strong project management skills with a proven track record.
- Excellent leadership and communication skills and the ability to motivate and inspire project teams.
- Ability to foster a collaborative and inclusive work environment.
- Strong understanding of municipal infrastructure, , asset management, and engineering principles.

- Technical knowledge in areas such as civil engineering, asset management, , 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.
- Ability to communicate with the public and business community in a proactive and collaborative manner.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20____.		
_____	_____	_____
Directors Name	Signature	Date
_____	_____	_____
CAO Name	Signature	Date
I have read and understand this job description:		
_____	_____	_____
Employee's Name	Employee's Signature	Date