

Project Manager

Engineering & Infrastructure

REPORTS TO:	MANAGER OF ENGINEERING & INFRASTRUCTURE
DEPARTMENT:	MUNICIPAL SERVICES
SECTION:	ENGINEERING & INFRASTRUCTURE
LAST UPDATED:	JUNE 2026
DIRECT REPORTS:	N/A

Position Summary

Reporting to the Manager of Engineering & Infrastructure, the Project Manager is responsible for the successful delivery of assigned capital projects and initiatives.

The Project Manager provides direction and leadership in the planning and delivery of capital projects, 5-year capital planning and City strategic initiatives related to the City's municipal infrastructure. May support internal initiatives as required. The Project Manager utilizes extensive experience and knowledge of capital project management, planning, design, construction, and project administration to deliver capital projects. In addition, this role is responsible for the development and definition of project scopes, schedules, and budgets.

The Project Manager also oversees consultants and contractors for the delivery of feasibility/concept level studies, schematic designs, design development, permit applications, and the necessary internal reviews, approvals and reporting as required for assigned projects. The role requires seeing through assigned projects from concept to completion by utilizing internal or external resources to develop project concepts, preliminary designs, detailed designs and tender documents and oversees contract administration during construction.

Responsibilities

1. Promotes and manages the health, safety and well-being of internal staff and external partners associated with assigned projects.
2. Complies with policies, rules, and regulations of the municipality as well as federal and provincial governments and their agencies.
3. Leads and assists in the development of project scopes, budgets, schedules, and other planning.
4. Assists with the development of 5-year capital plans and corporate strategic planning.
5. Monitors expenditures against the budget on an ongoing basis and takes appropriate action to manage approved project budgets, forecasts, commitments, variances, and funding requirements for assigned projects.
6. Leads and assists in communication, outreach, and engagement as necessary to keep internal and external community partners involved and informed on projects assigned.

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7. Applies for applicable project grants and satisfies all applicable grant requirements and reporting.
8. Assists in the management of the purchasing of goods and services in accordance with the City's Purchasing Policy including preparing scopes of work and other procurement and tender documentation.
9. Reviews, prepares and recommends updates to applicable policies and bylaws.
10. Ensures cost effectiveness related to capital spending.
11. Prepares clear, concise reports to management, senior administration and Council related to recommendations on engineering and infrastructure, policy, approval of plans, etc.
12. Attends internal and external meetings, acting as a City representative in a professional capacity, analyzes and advises on capital implementation processes, receives public and other professional input, explains City policies and prepares related summaries, reports, and correspondence.
13. Liaises with third Party entities, such as utility providers, Ministries and regulatory authorities to seek and satisfy permit and reporting requirements.
14. Maintains meaningful relationships with community partners through regular reporting and communication using excellent verbal, written and presentation skills enabling timely progress of projects.
15. Acts as the Manager of Engineering & Infrastructure as assigned.
16. Other duties and special projects as assigned.

Qualifications

- Minimum required education level of Diploma in Civil Engineering Technology or related field. An equivalent combination of education and experience will be considered.
- Eligibility for registration as an Applied Science Technologist (AScT) with Applied Science Technologists and Technicians of British Columbia (ASTTBC) and/or eligibility for registration as a Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC), or equivalent professional designation.
- Project Management Professional (PMP) certification or formal project management training an asset
- 5–7 years of progressive experience in a related position with a focus on project management or coordination.
- Demonstrated experience and understanding with design and construction of municipal infrastructure.
- Ability to analyze complex situations, determine appropriate courses of action and prepare reports related to the same for discussion.
- Demonstrated knowledge of procurement practices and processes.
- Ability to handle multiple priorities effectively and meet deadlines.

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- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with internal and external contacts and to deliver exceptional customer service.
- Proficiency with MS365 and Office Suite and other airport industry software, ability to perform general administrative tasks.
- Demonstrated experience using MS Project or similar software, AutoCAD/Civil 3D, GIS, Bluebeam or similar software, and financial/project tracking systems an asset.
- Ability to establish and maintain a high degree of public confidence and public relations.
- British Columbia Class 5 Driver's Licence or equivalent.
- Ability to foster and maintain a positive team environment, share work expertise and knowledge and support, train and develop other staff as needed.
- Ability to work independently.
- Ability to maintain confidentiality at all times.