



JOB DESCRIPTION

Capital Projects Manager

Department	Development Services	Reports To	Director of Development Services
Directly Supervises	Development Services Clerks, Engineering Technologists, GIS Technician		
Indirectly Supervises	N/A		
Union	Exempt		

POSITION SUMMARY:

Reporting to the Director of Development Services or designate, the successful candidate will provide construction and contract management for the City's capital programs. This will involve working collaboratively with consultants, contractors, and interdepartmentally within other City of Dawson Creek departments.

The work of the Capital Projects Manager involves people management, relationship management, contract administration and oversight, and engineering based work, with the engineering scope generally involving the civil, mechanical, structural and electrical fields, that includes project scoping, capital budget development, engaging the services of professional engineering consultants, managing the design and delivery of engineering projects, responding to public inquiries, providing technical support to internal departments, reviewing design drawings, mentoring junior staff, and participating in inter-departmental projects.

KEY DUTIES PERFORMED:

1. Be a courageous safety proponent, adhere to and sponsor safety and environmental rules and procedures.
2. Manage capital projects and perform contract administration on behalf of the City, including: review of contracts with consultants, contractors etc. and recommend actions as appropriate; review of tenders and construction documents and obtain tenders; review of change orders, progress payment certificates, and invoices and recommend payment; review of construction to ascertain it is in general conformance with contract documents; review and maintain project cost data and issue monthly reports.
3. Represent the Department on City committees as required.
4. Solve challenging problems that could include planning, business case development, implementation, monitoring, or assessments of any project scope referenced above.
5. Depending on the project, lead the execution, as project manager, or support the delivery, as an asset management and/or regulatory subject matter expert.
6. Coordinate activities, and those of the broader project teams, to maintain project schedules & budgets to ensure successful project completion.
7. Support the identification and selection of potential partners such as vendors or niche specialists.

8. Establishing, stewarding, and nurturing client relationships.
9. Leading and/or participation in procurement decision discussions for potential opportunities.
10. Leading and/or supporting the creation of proposals, including methodology and resource estimates.
11. Manage the City's engineering projects from initiation to closure with a committed goal of delivering on time, on budget, within scope with a high level of quality and business satisfaction.
12. Manage a team of internal staff representing engineering and GIS disciplines which includes performing administrative management duties including scheduling, mentoring, coaching, discipline and leadership responsibilities.
13. Define and manage project from initiation to close (scope, cost & schedule), record and manage project risks and issues.
14. Facilitates project meetings with internal and external stakeholders to monitor and support the project's ongoing progression.
15. Leads and works with project team to identify and manage opportunities and risks to achieve the best possible impact on schedule and financial targets.
16. Leads and champions continuous improvement within the department by identifying, evaluating, and implementing practical and innovative solutions to enhance processes, systems, service delivery, and overall departmental performance with a focus on established organizational values.
17. Encourages staff to train and continuously educate, as well as to challenge existing practices, explore new ideas, and adopt industry best practices and emerging technologies where appropriate.
18. Supports organizational change initiatives and fosters a forward-thinking, collaborative environment focused on efficiency, effectiveness, and long-term success.
19. Assists with implementing, coordinating, and maintaining the City's systems and procedures in accordance with project specifications and requirements.
20. Assists with managing the general administrative and recordkeeping functions to ensure project specific quality management information is readily available including the completion of required quality documentation.
21. Assist with ensuring subcontractor compliance with Inspection Test Plans, construction drawings and procedures, and other quality documents applicable to the work being performed.
22. Manages project-related inquiries or escalations and provides appropriate responses in a timely manner.
23. Establish and maintain a citywide project dashboard including metrics such as cost performance index, schedule performance index, Estimate at completion and more.
24. Prepares detailed analysis or review of aspects of the project as may be required.
25. Assist various internal teams with project support and provide engineering technical review for subdivision and development applications for the Development Services Department.
26. Actively involved in establishing, presiding on the Project selection (intake) process.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. A minimum of a two year diploma in Civil Engineering Technology, or other engineering or building technology diploma from a recognized institution.
2. A minimum of 5 years of directly related experience.
3. Registration as an ASCT with the Applied Science Technologists and Technicians of BC (or equivalent).
4. A valid Canadian Class 5 Driver's license

5. Proficiency with computer-based engineering applications including AutoCAD.
6. Knowledge of the operation of manual and computer-assisted surveying and drafting equipment i.e. GPS RTK units, total stations.
7. Candidates with an equivalent combination of education and experience may be considered.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Project Management Professional (PMP) certification through the Project Management Institute.
2. A good working knowledge of ESRI ArcGIS Pro and a foundational understanding of geographic information systems (GIS) and its application in a municipal setting.
3. Superior communication and interpersonal skills; ability to effectively articulate information through a variety of means with tact and diplomacy while working with management and Union personnel, elected officials, other governmental agencies and the general public.
4. Demonstrated ability to handle a complex and varied workload in a flexible manner often under pressure.
5. Ability to develop, implement, interpret and effectively explain organizational policies, procedures, guidelines and programs, working within the spirit and the intent of policy for the organization's success.
6. Ability to reason and analyse data to accomplish work objectives; ability to assess situations and identify possible courses of action and/or opportunities.
7. Proven success in a results driven organization where success is measure on execution, delivery and safety on multiple projects.
8. Willingness to participate in all future training opportunities.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.