

PROJECT MANAGER MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Construction and Engineering

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Construction and Engineering, the Project Manager is responsible for every aspect of projects from initiation to close: identifying the project's goals, objectives, and scope, developing a project plan that outlines the tasks, timelines, and resources required. This position involves daily communication with the project team and stakeholders to manage risks, anticipate potential delays, and monitor progress to ensure that the project stays on track and is completed efficiently and satisfactorily.

MAJOR

- Serve as the primary contact for multiple projects, including responding to inquiries received from the public, contractors, and other departments.
- Create comprehensive project plans, which include scope and an accurate schedule.
- Perform risk management.
- Ensure all projects are completed on time, within scope and within budget.
- Financial analysis: create and manage project budget and cost controls, ensuring accurate and prompt invoicing, and financial reporting.
- Liaise with technical professionals to develop concept and preliminary engineering drawings based on Municipal design and construction standards, guidelines, and policies.
- Prepare engineering estimates, trends, and work packages.
- Oversee installation of construction contracts.
- Compile data on materials and labor used in contract installations.
- Measure performance using appropriate project management tools and techniques.
- Act swiftly to rectify project issues, implementing effective solutions.
- Prepare, update, and maintain detailed project management documentation.



- Post-completion project evaluation to determine shortcomings and plan ways to alleviate similar issues on future projects, as well as highlighting project successes.

MINOR

- Participate in public engagement activities including public events, presentations, and one-on-one meetings to provide information, increase awareness, and gather feedback on projects.
- Research and apply for appropriate grant funding.
- Prepare and coordinate Tenders/RFP's for assigned projects.
- Prepare RFDs for Council and attend meetings as required.

OCCASIONAL

- Work with managers to assist with department projects.
- Other duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Must be legally eligible to work in Canada.
- Post-secondary education in Civil Engineering, Project Management Professional Designation or a combination of equivalent education and experience.
- Proven experience in managing engineering, procurement, maintenance, construction, water and/or wastewater projects.
- A minimum of 4 years progressively responsible experience in municipal or related project engineering would be considered an asset.
- Preferred knowledge of industry standards such as CEC, NEC, CSA, UL, IEC.
- Familiar with relevant codes, legislation, regulations, policies, and procedures (APEGA, OH&S, Environmental, Complete Streets Design and Construction Standards, TAC Design Guide, etc.)
- Class 5 driver's license.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, and Outlook.
- Excellent verbal and written communication skills.
- Demonstrate ability to solve problems and lead effective Teams.
- Ability to interact well with, and respond to inquiries from employees, Management, Council, Contractors, and Ratepayers.
- Basic accounting skills and familiarity with finances and budgets.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Time management.
- Must maintain confidentiality.



- Must be self-motivated and able to work with minimal supervision.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Moderate physical effort; occasional heavy lifting.
- Subject to working in an outdoor environment – heat, cold, dry, dusty and/or wet conditions as well as insects, bees, and wildlife.
- Subject to working in confined spaces and potentially hazardous environments.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.
- Remote work on occasion.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

