



Capital Projects Manager

Competition No.: 2024 - 03

Department: Operations

Close Date: February 16, 2024 @ 12:00pm or until position is filled

Schedule: 40 hours/week, Monday – Friday

Position Type: Exempt

Posting Type: Internal and External applications accepted

Compensation: \$98-110k/year, negotiable dependent on experience.

Situated in a majestic mountain setting at the east end of the lush Fraser Valley, Hope offers all the amenities of a large centre, while at the same time preserving the life style of a small community. Hope boasts an abundance of outdoor recreation opportunities; scenic trails for all levels of hikers and bikers; pristine lakes, streams and creeks for fishers and water sport enthusiasts. Some of our amenities include a modern recreation complex, a curling rink, baseball diamonds, skateboard park, golf & country club, a hospital, an extended care facility, a public health centre, drug stores, medical clinics, chiropractic care, optician, and more.

Reporting directly to the Director of Operations and working with a significant degree of independence, the Capital Projects Manager is primarily responsible for strategically planning, managing, and executing a variety of capital improvement projects within the community. This pivotal role involves meticulous oversight of project budgets, schedules, and resources to ensure timely and scope-compliant project completion. Collaborating closely with cross-functional teams and external stakeholders, you will play a key role in delivering successful capital projects that align with our annual objectives

The full list of responsibilities, duties, tasks and qualifications are included in the job description below.

The District of Hope offers a competitive salary and benefits package, along with an excellent working environment. Further information, including a complete job description, is available on the District's website at www.hope.ca

Please submit your **cover letter** and **resume outlining specifically how your experience and qualifications relate to the position**. Your cover letter and resume can be submitted to the attention of Ms. Oksana Schmunk, Human Resources Advisor, via one of the methods below:

Email: OSchmunk@hope.ca | **Fax:** 604-869-2275 | **In Person:** 325 Wallace Street, Hope, BC
Mail: PO Box 609, Hope, BC V0X 1L0

Position Title:	Capital Projects Manager	Date: January 9, 2024
Department:	Operations	Position Type: Exempt
Supervisor:	Director of Operations	Location: Operations
Standard Hours:	40 hours per week	

Position Summary:

As the Capital Projects Manager, your primary responsibility is to strategically plan, manage, and execute a variety of capital improvement projects within the community. This pivotal role involves meticulous oversight of project budgets, schedules, and resources to ensure timely and scope-compliant project completion. Collaborating closely with cross-functional teams and external stakeholders, you will play a key role in delivering successful capital projects that align with our annual and strategic objectives.

Core Values:

The incumbent is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respectful Workplace
- Inclusiveness

Physical Demands:

- Periods of prolonged sitting
- Periods of prolonged standing
- Periods of prolonged walking

Psychological Demands:

- Periods of high pressure and stress;

Responsibilities:

- Create thorough project plans that encompass scope, budget, objectives, and timelines;
- Develop and oversee project budgets, guaranteeing effective cost control and resource allocation;
- Coordinate and oversee various funding and grant agreements, ensuring the timely fulfillment of all obligations and commitments for accessing funding streams;
- Allocate and optimize resources effectively for project efficiency and delivery;

Capital Projects Manager Job Description

- Lead and mentor cross-functional project teams, cultivating a positive work atmosphere;
- Supervise procurement, handle contractor relationships, and ensure compliance;
- Execute quality control procedures, perform inspections, and address any identified quality issues;
- Create and supervise project schedules, handling delays and offering oversight as needed;
- Keep project documentation up-to-date and regularly update the Director of Operations;
- Guarantee that projects comply with pertinent municipal and other regulations and secure the required permits;
- Cultivate and maintain cooperative and productive working relationships across various jurisdictions with departmental staff, managers, consultants, contractors, builders, developers, utility companies, and the general public;
- Execute and fulfill additional duties and responsibilities as assigned by the Director of Operations; and
- Performs other related duties as required.

Required Knowledge, Skills, Abilities and Licenses:

Education

- Diploma or Degree in Civil Engineering, Planning, Construction Management or related discipline is considered a strong asset.

Licenses and Certifications

- Project Management Professional (PMP) Certification

Experience

- Must have 5 years of related experience.
 - Proven experience as a Project Manager overseeing capital projects, with a strong track record of successfully delivering large-scale projects on time and within budget; and
 - Experience in land development, design, construction or contract administration is considered an asset.
- Experience in a municipal setting is considered an asset.

Skills and Abilities

- Excellent leadership and team management skills, with the ability to motivate and guide multidisciplinary project teams;
- Exceptional organizational skills;
- Proficient in project management software and tools for planning, scheduling, and reporting;
- Innovative thinking to leverage resources and optimize project efficiencies;
- Motivated and driven to make a positive impact on the community;

Capital Projects Manager Job Description

- Proven track record of successfully leading projects in facility improvement, construction, and maintenance; and
- Ability to establish and maintain a respectful working relationship with peers and superiors.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Working Conditions:

The incumbent will work the standard workweek of Monday to Friday in accordance with the hours specified and on occasion, work additional hours as necessary. The work may be performed indoors or outdoors in all weather conditions. Performance is subject to review, inspection and evaluation by the Director of Operations.
