

The Opportunity

The **Project Manager** is a member of the Operations senior leadership team and is responsible for **developing and managing projects** related to municipal infrastructure, services and rural land development.

Under the guidance of the Manager of Operations, this position analyzes technical drawings, coordinates projects, manages budgets and tracks the successful implementation of each project.

Key Responsibilities

Technical

- Develop, prepare and review tenders, drawings and other related documents for operations, capital, and/or maintenance projects (i.e. bridge design and replacement, paving projects, chip seal program, line painting program, etc).
- Review plans, drawings and documents submitted by developers and provide recommendations, following Lacombe County standards. Undertake site inspections and progress reports on the developments.
- Assist in managing all GIS and GPS systems as they pertain to the Operations department, including: Sign Inventory Program, Infrastructure Inventory, Gravel Program, Snow Plowing Program, GPS Hardware Maintenance, etc.
- Update and maintain various Operations Management Plans, including: capital equipment replacement, long range construction schedule, bridge management, pavement management, salt management, fatigue management, etc.
- Perform inspections on bridge structures within the County. Maintain (or be willing to obtain) the Class B Bridge Inspector certification.

Leadership

- Responsible for planning, leading and directing the efficient and effective implementation of various operational projects located throughout the County.
- Build, lead and manage the project and team (consultants, contracts and/or staff) throughout all phases (planning, engineering design, construction and within the approved budgets and schedules).
- Participate in the on call rotational schedule (approximately four (4) weekends/year, during the fall-winter-spring months). When on call, perform road checks after hours and respond to emergencies on weekends and weekdays after hours.



Key Qualifications

Technical

- A post-secondary diploma in Civil Engineering Technology or a related discipline combined with at least five years of supervisory/leadership experience or an equivalent combination of education and experience.
- Knowledge of and experience in municipal government is an asset.
- Knowledge of municipal operations (maintenance and infrastructure construction) is required.
- Possess the Class B Bridge Inspector certification (or be able to obtain this certification).
- Proven ability to read and interpret technical plans, specifications and drawings.
- A high degree of proven competency with Microsoft Office 365, AutoCAD and GIS.

Leadership

- Proven ability to work as part of a team as a key member of the Operations senior leadership team.
- Proven ability to engage, guide and support stakeholders (contractors, consultants, employees, etc.). Able to maintain cooperation and communication within the working groups.
- Has a consistent style of working respectfully with others.

Customer Service

- Possess a strong customer service-oriented philosophy with a proven history of building and maintaining relationships with diverse stakeholders. Has a citizen and Council service approach.
- Proven ability to work as part of a team as a key member of the Operations senior leadership team.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- A flexible work-from-home program.
- Annual vacation that increases with each year of employment *plus* annual supervisor flex days, and more.

To express interest, please forward your application no later than 8AM, December 23, 2022 to: hr@lacombecounty.com. **Interviews will be scheduled in January.**

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.