

POSITION TITLE:	<b>Project Manager</b>	POS. NO:	
DEPARTMENT & DIVISION:	Engineering & Public Works	EFFECTIVE DATE:	April 2026
REVIEWED OR AMENDED DATE:	April 2026	APPROVED BY:	Director of Engineering and PW

**POSITION FUNCTION**

Reporting to the Director of Engineering & Public Works, the Project Manager is responsible for the delivery of a diverse portfolio of municipal projects and is a key member of the corporate Management Team. This position manages projects through all project phases, including business case development, design, construction, implementation, and close-out. The Project Manager is responsible for ensuring projects are delivered on time, on budget, and in accordance with project objectives, municipal policies and bylaws, and regulatory requirements.

Projects may include asset renewals (e.g., sewer, storm, and road replacements), new infrastructure initiatives, development and implementation of new programs, and delivery of Council Priority Projects.

**KEY DUTIES**

**Project Delivery**

Manage all phases of projects, including:

- Business Case development
- Project initiation and scope definition
- Budget development and cost control
- Schedule development and management
- Risk identification and mitigation
- Project close-out, lessons learned, and post-construction review

Deliver capital and operational projects in accordance with best practices, municipal policies and bylaws, relevant standards, and applicable legislation.

Develop, implement, and continuously improve a project management framework.

Apply project management best practices throughout all phases of projects.

**Procurement & Contract Administration**

Prepare and administer procurement documents, including but not limited to:

- Invitations to Tenders (ITT)
- Requests for Proposals (RFP)

- Requests for Quotations (RFQ)

Lead procurement processes in compliance with applicable legislation, trade agreements, Township's Purchasing Bylaw, and any relevant policies.

Evaluate submissions, prepare award recommendations, and support contract approval processes.

Administer construction and professional services contracts, including change management, progress payments, and deficiency resolution.

### **Engineering & Public Works Projects**

Manage a wide range of municipal infrastructure projects such as:

- Sewer and storm system renewals
- Road rehabilitation and streetscape improvements
- Active transportation and protected bike lane projects
- Traffic signal and streetlighting renewals
- Coastal infrastructure rehabilitation
- Condition assessment projects

Collaborate with internal staff, consultants, utilities, contractors, and other agencies to coordinate project delivery.

Support the development and implementation of engineering and public works programs and initiatives.

Work closely with the Manager of Engineering and the Manager of Public Works to coordinate project planning, prioritization, scheduling, and delivery across departments.

### **Strategic & Program Development**

Lead or contribute to strategic priority projects aligned with Council priorities, asset management plans, climate and sustainability objectives, and long-term capital planning.

Provide technical and project management expertise to explore new initiatives, funding opportunities, and innovative delivery approaches.

Seek out, apply, and manage grant funding for the municipality.

### **Staff Oversight:**

Provide oversight, mentorship, and guidance to engineering staff assigned to projects, including for Project Coordinators and Engineering Technologists.

### **Budget & Financial:**

Manages all aspects of project budgets, including:

- Preparation of the annual budget requests
- Development of supplemental and capital budget proposals in conjunction with the Director
- Financial administration of project budgets
- Management of the annual budget through expenditures and revenues.

**Internal & External Communication:**

Liaise, support, seek information from, and communicate with municipal staff and community groups and agencies.

Coordinate and collaborate with Public Works on project delivery and maintenance requirements.

Act as a primary contact with regional, provincial, and federal agencies regarding regulatory and project-related matters including obtaining any necessary permits.

Cultivate project-based partnerships with community partners and organizations to foster effective working relationships and networks.

Create public notifications (e.g., public notices, notifications in Esquimalt Current newsletter and on website).

Organize and attend open houses and community engagement events for projects.

In conjunction with the Director, prepare department staff reports outlining recommendations to Council.

**Customer Service:**

Provide excellent customer service that includes:

- Regular interactions with service area customers
- Customer meetings
- Responding to individual customer inquiries
- Resolving customer concerns
- Development of customer service initiatives aligned with corporate objectives and values

**Safety:**

Ensures that work is carried out by staff in a manner consistent with corporate safety policies and WorkSafeBC Occupational Health and Safety legislation, regulation, and guidelines.

**Other:**

Perform related duties as assigned.

**KNOWLEDGE, KEY SKILLS, AND ABILITIES**

Model the Township’s core values and demonstrate them in all activities.

Excellent project management skills aligned with best practices, including demonstrated experience managing municipal projects.

Extensive knowledge and background in contract administration, including experience with public sector procurement processes.

Knowledge of infrastructure systems and the principles and practices involved in the delivery of municipal engineering services.

Excellent verbal, written, and presentation skills including demonstrated experience in writing, evaluating, and presenting technical reports and business cases.

Excellent analytical, organizational, problem solving, and decision making skills with the ability to manage competing priorities.

Excellent strategic planning and facilitation skills including the ability to lead and facilitate large staff and stakeholder groups.

Proven experience in providing supervision, leadership and direction to unionized staff.

Demonstrated interpersonal skills to promote a supportive, respectful, and safe work environment.

General knowledge and understanding of management principles, financial and budgetary processes, and information technology systems.

Excellent customer service skills including ability to establish and maintain effective working relationships with community organizations and peers.

Understanding of change management best practices and experience supporting organizational change.

Sound knowledge of safe work practices, corporate safety policies, and WorkSafeBC legislation, regulations, and guidelines.

High level of proficiency with Township computer software programs and applications, i.e., MS Office Suite and Copilot. Proficiency with AutoCAD considered an asset.

## QUALIFICATIONS

### **Formal education, training, and occupational/professional certification:**

University degree in engineering with P. Eng designation or an equivalent combination of experience and education (Applied Science Technologists and Technicians (ASTTBC)) acceptable.

Project Management Professional (PMP) preferred.

Current and valid class 5 B.C. driver's license.

### **Experience:**

Minimum of 5 years of experience managing increasingly complex municipal infrastructure projects and initiatives.

## OTHER

May be required to provide criminal record clearance(s) related to the position.

Visits to outside sites (frequent).

May be required to work extended or irregular hours (occasional).

Length of time to become familiar with job duties and responsibilities: 1 year

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