



PROJECT MANAGER

Full Time Permanent Position

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we hope that you feel **INSPIRED** to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our **Project Manager** position.

Reporting to the Director of Public Works, the **Project Manager** is responsible for leading and managing capital projects within the Public Works department, as well as leading Asset Management implementation across the Municipality. The **Project Manager** works in collaboration with both internal and external stakeholders ensuring all aspects of projects are completed as per plans and specifications. Key responsibilities include overseeing an array of projects spanning from new capital projects, facility renovations/retrofits, process improvements, equipment installations, and utility installations and modifications. The **Project Manager** takes charge of preparing and coordinating approvals, tender documents, cost estimates, and comprehensive reports, ensuring meticulousness and compliance. Handling multiple projects concurrently, the **Project Manager** thrives in a dynamic environment to meet diverse deliverables.

What We Offer:

- Ability to work in a combination of office, industrial, and construction environments
- Regular hours Monday - Friday 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required, with option to bank time
- Annual vacation leave



- Competitive benefits package including health and dental benefits
- Company match pension plan
- Personal protective equipment and clothing

What We're Looking For:

- A university degree or diploma in engineering, project management, construction management, or equivalent combination of academic and practical experience.
- Demonstrated work experience leading projects in a construction or civil engineering field, with knowledge of project management methodologies, tendering and procurement, budgeting and cost estimation
- Knowledge of water/wastewater treatment, distribution, and stormwater management systems and infrastructure.
- Demonstrated ability to communicate effectively with individuals of various disciplines, including written reports and verbal presentations.
- Well-developed time-management, planning, and organizational skills, coupled with the ability to work in a deadline conditioned working environment.
- Experience in a municipal government setting, with Municipal Engineering and infrastructure experience would be considered an asset.
- Project Management Professional (PMP) designation considered an asset.
- Experience leading a team with strong supervisory skills.
- High proficiency in MS Office (Word, Excel, PowerPoint, and Outlook).
- Professional and courteous disposition and hold a high standard for client and customer service.

A complete copy of the job description can be obtained on any of the following:

<https://www.westhants.ca/employment-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "**Project Manager**" in the subject line no later than **4:30pm on Thursday December 5, 2024** to the attention of Sarah Taylor at apply@westhants.ca



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Project Manager

Position Title: Project Manager
Department/Division: Public Works
Reports To: Director, Public Works
Direct Reports: Yes
Classification: Full-time
Revision Date: November 2024

POSITION SUMMARY

Reporting to the Director of Public Works, the Project Manager is responsible for leading and managing capital projects within the Public Works department, as well as leading Asset Management implementation across the Municipality. This position is responsible for managing several large-scale projects simultaneously, in various phases from preparing tender documents, through to the design review and development. These projects include but not limited to, new capital projects, facility renovations/retrofits, process improvements, equipment installations, and utility installations and modifications. The Manager is responsible for facilitating aspects of procurement and project management related to municipal infrastructure projects. The Manager is responsible for providing engineering advice to other departments of the Municipality, and for the presentation of technical information when required. The Manager is also the primary liaison with the Municipality's engineering consultants, contractors, funding partners, and other government/external agencies.

JOB DUTIES AND RESPONSIBILITIES

Project Management (35%)

- Provides leadership and oversight for managing several large and complex capital projects through various phases.
- Developing specifications, policies, tender documents for equipment, infrastructure, operations along with preparing, standing offer documents, RFP's, RFQ's, technical information etc.
- Writing of reports, applying for infrastructure funding, grants, development of inspections forms, and work permits.
- Oversight and management of engineering firms along with working with general contractors and subcontractors on various projects.
- Accountable for project controls including project estimating, planning and scheduling, project benchmarking, cost control and forecasting, project progress control, contracting and procurement plans, invoice processing and management of financial status of projects.
- Facilitates the collection of project requirements, objectives and expectations, and clearly communicates this information to project teams.
- Leads definition of project objectives, scope development, and front-end support of the project development and execution.

- Develops Municipalities Project Management Process in execution of capital projects.
- Manages project documentation of all capital projects and drawings and proper filing and GIS integration.
- Monitors progress of projects and adjusts as necessary to ensure the successful completion of projects.
- Reviews the quality of the work completed with the project team on a regular basis to ensure that it meets the specification and standards.
- Provides aid and assistance to other staff in department as needed or directed.
- Simultaneously manages multiple tasks and projects.
- Reviews and responds to requests for information from the Planning Department on development projects, applications and development agreements with consultation with other management and staff in the Public Works Department and or outside consultants if required.
- Part of the management team to review design standards, and comment on various development submission to the department.
- Working in a team environment with the other managers on assignments that may include developing policies, programs and budgets along with creating solutions to manage infrastructure / operational issues.

Asset Management (20%)

- Lead asset management implementation and adoption across the Municipality including working extensively with Asset Management Software (Cartegraph) program, developing procedures and process associated with asset management best practices, and coordinating training opportunities.
- Develop asset management plans and long-term budget forecasts related to municipal infrastructure.
- Utilizing the Asset Management Software to its full potential for capital project planning, budgeting and identifying infrastructure replacement.
- Responsible for the ongoing oversight of and adherence to maintenance standards.

Engineering Review of Subdivision Developments (15%)

- Oversee engineering review of new subdivision developments in the Municipality ensuring compliance with Municipal policies by-laws and specifications.
- Liaison with developer and approval agencies.
- Working with other managers and Developments Department.

Supervisory Responsibilities (10%)

- Leads and supervises Engineering Division of Public Works.
- Meets with direct reports on a regular basis (as necessary) to review planned work and resolve any employee concerns.
- Provides motivation and direction to direct reports.
- Responsible for hiring, training, developing, and performance management of direct reports in accordance with the Human Resources policies of the Municipality.
- Ensures direct reports are appropriately trained to meet operational needs.
- Completes annual performance reviews for direct reports.

Stormwater Program Oversight (10%)

- Provide oversight and direction for stormwater program creation, implementation and administration
- Working in a team environment in maintaining water quality, sanitary and storm sewers performance, and transportation models to help in the analysis for development and system improvements.

Budget (5%)

- Assists the Director of Public Works prepare the annual operating and capital budgets.
- Monitors operating, capital and specific project expenditures throughout the year.
- Keeps fully informed on funding opportunities and cost-shared programs.
- Prepares specific funding applications and project budgets to present to the Director of Public Works for approval.

Safety (5%)

- Promoting and maintaining safety in the workplace.
- Ensure employees are familiar with health and safety hazards in the workplace, and that employees have access to appropriate personal protective equipment to perform job duties safely.
- Co-operate with the Joint Occupational Health and Safety Committee to ensure compliance with the Occupational Health and Safety Act and Safety policies and to make sure that departmental employees do so as well.
- Ensures compliance with appropriate governing bodies.

Professional Development

- Keeps fully informed of developments in legislation, administrative practices, professional organizations, educational opportunities and cost-shared programs by attending seminars, conferences, courses and meetings, subject to the approval of the Director of Public Works.

QUALIFICATIONS AND TRAINING**Education and Experience**

- A university degree or diploma in engineering, project management, construction management or equivalent combination of academic and practical experience.
- Experience related to Municipal Engineering and infrastructure preferred.
- Experience in a municipal government setting would be considered an asset.
- Experience with project management and procurement would be considered an asset.
- Certified Project Management Professional (PMP), or willing to obtain.

Knowledge, Skills, Abilities*Project Management*

- Sustainable budgeting and cost estimating
- Life-cycle analysis
- Risk management
- Project scheduling
- Tendering and procurement
- Construction administration and quality control
- Project commissioning
- Resource and facilities management

Engineering Design

- Water/wastewater treatment and distribution systems
- Storm water systems/management
- Roads, sidewalks, and trails
- Municipal facilities and building infrastructure
- Tender specifications
- Subdivision approvals

Other

- Exceptional customer service skills
- Superior organizational, analytical, research, problem solving and decision-making skills.
- Strong written, communication and computer skills
- Leadership and ability to work well in a team environment.