

Career Opportunity



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Capital Projects Manager Competition No. 03-68/09

Reporting to the Public Works and Utilities Director, the Capital Projects Manager is accountable for the operation of the Capital Projects Management Section. The Capital Projects Manager supervises, delegates, coordinates and evaluates the activities of the division, to ensure that City projects are planned, tendered and constructed on time and within the approved budget. To accomplish these objectives, the incumbent develops overall strategies and approves contract and tender documents, progress payments, change orders, commissioning services, and cost control procedures for projects. As a professional engineer, the incumbent develops and implements appropriate options for the capital works program for all City departments. The incumbent recommends and implements appropriate technical and administrative policies and procedures as well he/she recommends and implements appropriate engineering consultants; construction; administration, and inspection; manages their work and evaluates their performance.

The major challenge of this position is to plan and execute a comprehensive City-wide capital construction program within the constraints of time, money, and the political climate. We expect the successful candidate to provide inspirational management to the division and foster a team environment with unionized staff, supervisors and elected officials. This position is highly visible and the incumbent exercises his/her public relations skills through frequent meetings with the media, the public, special interest groups, and other City departments.

The preferred candidate will have:

- University degree in Civil Engineering
- Membership in the Association of Professional Engineers and Geo-scientists in the Province of British Columbia
- Valid Class 5 BC Driver's Licence
- Minimum of 5 years of increasingly responsible management experience
- Strong organizational, oral, and written communication skills and public relations skills

The City offers a starting salary for this position of \$94,500.00 per annum, along with a comprehensive benefits package.

Applications will be reviewed commencing November 5, 2009, and will continue until the position is filled. Please send your resumes quoting Competition No. 03-68/09 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-372-1351
Email: HR@kamloops.ca (MS Word format only)

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs. The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.



The City of Kamloops is focused on creating the highest levels of service excellence, based on a company culture that celebrates the employees who make it all happen. We offer ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

CITY OF KAMLOOPS

Position:	Capital Projects Manager	Incumbent:	Vacant
Department:	Public Works and Utilities	Division:	Capital Projects
Review Date:	July 2009	Location:	Public Works Centre

GENERAL ACCOUNTABILITY

Reporting to the Public Works and Utilities Director, the Capital Projects Manager is accountable for the operation of the Capital Projects Management Section.

NATURE AND SCOPE

This position is one of five reporting to the Public Works and Utilities Director. The other five positions are the Corporate Projects Manager, Environmental Services Manager, Utility Services Manager, Streets and Internal Services Manager, and Office Services Supervisor.

Reporting directly to the Capital Projects Manager is one management position as follows:

Capital Projects Engineer

The Capital Projects Engineer is accountable for the planning, organizing, and supervision of staff involved in the preparation, administration, inspection, and project management of all City infrastructure projects including construction by City forces and contractual work.

Capital Project Management Division

The Capital Projects Manager manages, delegates, coordinates, supervises, and evaluates the activities of the Division, to ensure that City projects will be planned, tendered, and constructed on time and within the approved budget. To accomplish this objective, the incumbent develops overall strategies and approves contract and tender documents, progress payments, change orders, commissioning services, and cost control procedures for projects. As a professional engineer, the incumbent develops and implements appropriate options for the capital works program for all City departments. The incumbent recommends and implements appropriate technical and administrative policies and procedures as well he/she recommends and implements appropriate engineering consultants; construction; administration, and inspection; manages their work and evaluates their performance. The major challenge of this position is to plan and execute a comprehensive City-wide capital construction program within the constraints of time, money, and the political climate.

The incumbent analyzes objectives for the Division and motivates staff through leadership mentoring and professional development. He/she recommends training policies for professional engineers and engineering technologists and approves training assignments for all Division personnel. The incumbent is responsible for the traditional management responsibilities of appointing, directing, and providing for training of staff and corrective action when necessary, and for dealing with grievances.

This position is highly visible and the incumbent exercises his/her public relations skills through frequent meetings with the media, the public, special interest groups, and other City departments. Appreciation of the sensitivity to political issues affecting the City is required as is a high degree of acumen when dealing with the public. Formal communication with City Council and Senior Management is required. The incumbent responds to, evaluates and resolves customer complaints. He/she also authors and supervises the preparation of all technical reports and position papers for approval by Senior Administration and/or City Council.

The operating budget of the Capital Projects Division (3306/3309) is prepared and administered by the incumbent.

DIMENSIONS

Staff (excluding consultants)	5
Operating Budget (2009)	\$750,000
Estimated consultants' fees per annum	\$200,000
Estimated construction value of projects per annum (average)	\$12,000,000

Specific Accountabilities

- 1) Provides scheduling, coordination, construction, inspection, and project management services for all City construction projects included in the annual capital program. Plans and develops strategies for the most cost effective use of available resources.
- 2) Maintains construction project scheduling and budgets and reports status on a regular basis. Administers the commissioning process to ensure all approvals, certificates, manuals, and as-builts have been completed.
- 3) In conjunction with the Engineering Division, coordinates the annual capital program with the respective utility companies.
- 4) Develops contract specifications, procedures, and regulations to meet objectives.
- 5) Plans, evaluates, and recommends appropriate consultants as necessary for all City construction projects.
- 6) Enhances the City's "business friendly" profile by communicating positively with the public, external agencies, organizations, and the media; liaising effectively with other City departments and internal divisions; attending meetings and providing expert technical advice to senior management and Council; and representing the City as appropriate.
- 7) Actively participates in the training, education, and professional development of staff by evaluating, defining, and establishing job responsibilities of Division subordinate staff, developing a succession plan, and implementing mechanisms for monitoring feedback.
- 8) Monitors, reviews, and makes adjustments to areas or specific accountabilities by establishing budgets, providing justification as required, monitoring expenditures, adjusting the schedule of work, and evaluating the effectiveness of the capital works program.
- 9) Prepares the annual Public Works and Utilities Department - Capital Projects summary report to Council detailing actual capital project expenditures and funding sources.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- University degree in Civil Engineering
- Membership in the Association of Professional Engineers and Geo-scientists in the Province of British Columbia
- Valid Class 5 BC Driver's Licence
- Minimum of 5 years of increasingly responsible management experience
- Strong organizational, oral, and written communication skills and public relations skills

PREFERRED QUALIFICATIONS

- Supervisory experience in a multi-functional, municipal government setting
- Confident leader
- Able to deliver customer focused services through high performance teams

Incumbent

Supervisor