

The City of Grand Forks – Job Posting

Position Title: Project Manager
Department: Flood Mitigation Program
Position Type: Two-Year Term, Exempt

The City of Grand Forks is seeking an individual for the position of Project Manager – Flood Mitigation to manage the completion of capital projects related to the Flood Mitigation Program (FMP), and to manage or assist with related stakeholder, regulatory, and reporting tasks. This is a full-time two-year term position and offers a competitive salary and accompanying benefits.

The successful candidate will demonstrate a progression in education and experience that prepares them to take on execution of complex capital projects in urban, semi-rural, and natural and aquatic environments with a variety of stakeholders and high public expectations. As such, our ideal project manager has strong communication, coordination, and technical experience in a local government or civil infrastructure context. Ideally, the successful candidate has achieved a CET, ASTTBC, or EIT/P.Eng designation and a PMP certification. A complete job description along with education, skills, and experience requirements can be found online at <https://www.grandforks.ca/jobs>

Using the subject line “Project Manager” please submit a cover letter and detailed resume with references to jobs@grandforks.ca, by 4:00 p.m. on Tuesday, September 10th, 2024.

The salary for this 2-year term position is between \$80,000 and \$98,000 (depending on education and experience) plus benefits.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.



Settle down.

Come to Boundary Country and “Settle down.”

The City of Grand Forks is seeking an individual for the position of Project Manager. This is a two-year term position. This position is full-time and offers a competitive salary and benefits.

Grand Forks is the hidden gem of the South Okanagan and Kettle valley. Situated at the confluence of the Kettle and Granby Rivers in the southern interior, Grand Forks is known for its Okanagan weather and Kootenay lifestyle.

We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails to extreme downhill biking, skiing, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We’ve got the weather, we’ve got the food, we’ve got the fun. What are you waiting for?

Corporation of the City of Grand Forks
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PROJECT MANAGER FLOOD MITIGATION PROGRAM



Project Manager - Flood Mitigation

Reports To

Director of Capital Projects

Summary

Grand Forks is a Boundary-country community of about 4,200 people that in 2018 suffered a catastrophic flood event that impacted significant portions of the City and region. As a result of this event, the community applied for and received funding through the Disaster Mitigation and Adaptation Fund (DMAF) and the Province of BC to build flood mitigation structures to protect the community from further flood events. This ambitious program includes floodplain naturalization, earth berm and sheet pile dikes, and drainage and stormwater systems.

The overall program is comprised of multiple grant-funded projects, each with its own reporting requirements. Additional major capital planning, asset management, and capital project initiatives are proceeding in parallel to completion of the Flood Mitigation Program (FMP).

The City of Grand Forks is seeking an experienced Project Manager to aid in the successful completion of the FMP over the next two years, and to support the department as it executes several other grant-funded and high priority stormwater, wastewater, and water system improvements.

This opportunity is ideally suited for a project manager with strong coordination and technical experience in a local government or civil infrastructure context. The successful candidate will demonstrate a progression in education and experience that prepares them to take on execution of complex capital projects in urban, semi-rural, and natural and aquatic environments.

The core job duties include:

- Oversee the implementation and administration of internal and contracted capital and engineering programs and special projects associated with the Flood Mitigation Program by assisting with budgets, and preparing, managing, and overseeing projects, estimates, and grant reporting.
- Participate in short and long-range capital planning, assist in the preparation of the department budgets, monitor assigned budgets, and control costs ensuring the effective and efficient expenditure of allocated funds.
- Coordinate procurement according to the City's procurement policy and applicable laws and policies, and oversee multiple large construction, consulting, engineering/design, and miscellaneous contracts under a variety of forms of agreement.
- Ensure compliance with legislation and the policies and procedures approved by Council, and efficiently manage engineering projects, maintain municipal engineering records, and provide advice and technical guidance to the Chief Administrative Officer (CAO), Council and other senior staff.
- Assist in the administration or monitoring of environmental and safety programs for all projects.
- Coordinate project documentation, records management, development of operations & maintenance manuals, and communication with internal and external stakeholders.

Additional duties and functions include:

- Makes decisions and provides recommendations on a variety of issues with broad policies and mandates as guidelines.
- Reviews project designs, technical reports, and contract specifications for consulting services, equipment, and construction. Acts as the City's appointed representative in assigned matters of project and contract obligations including project initiatives, site inspections, and determination of regulatory requirements.
- Directs the actions of consultants recommending changes to scope and negotiating new terms as required. Deals with full range of project dimensions that may include legal, property, public contact, and liaising with various levels of government and other regulatory bodies.
- Typically acts as a project leader and actively works to encourage teamwork, collaboration, and efficiency. May coordinate the work of technical and operational staff or contractors. Acts as a resource to staff members for advice and guidance on potential approaches and problem situations. Leads or provides support for presentations and questions to City Council or other committees.
- Acts as the link between capital projects and operations.
- Other duties as assigned.

The following knowledge, experience, and skillsets are considered beneficial for this role:**Educational:**

- A CET, ASTTBC, or EIT/P.Eng designation and PMP certification is ideal. The successful candidate will have professional development goals to achieve and maintain certification.
- A technical degree, advanced diploma, or Bachelor of Applied Science degree in a relevant engineering discipline; 4-6 years recent related experience; or an equivalent combination of training and experience.

General Experience and Knowledge Requirements:

- Experience in managing, coordinating, and administering civil and municipal construction projects, preferably in a public sector environment.
- The ability to work independently and in support of the FMP Team and other related projects in monitoring and administering successful program outcomes as they relate to costs, schedules, quality, and safety.
- The ability to work with Prime Consultants, Prime Contractors, Sub-contractors, and other key Public and Private Program stakeholders.
- Ability to work under broad direction and use significant independent judgment to problem solve when more than one option is possible. Ability to identify opportunities to address emerging needs. Proven ability to take initiative, work with minimal supervision and effectively manage multiple projects, budgets and deadlines. Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Demonstrates understanding of the organizational culture, processes, and mechanisms necessary to attain work objectives; upholds the City's reputation through positive and forthright dealings with other organizations and members of the public.
- Strong interpersonal skills and the ability to build and maintain respectful working relationships with internal and external contacts under circumstances that are considerably complex and time sensitive. Skillful in dealing openly, tactfully and sensitively in a variety of situations including dealings with the public, elected officials, government agencies and contractors. Demonstrated ability to work in a team-oriented environment, deal effectively with disagreements and prevent the escalation of conflict.
- Excellent written and oral communications skills. Ability to communicate effectively both verbally and in writing including formal written correspondence, report writing and public presentation skills. Ability to explain difficult concepts in a clear manner and persuade others to adopt a point of view or way of doing things.
- Ability to resolve problems within established guidelines and procedures; ability to use judgment to determine which methods are applicable in any given situation.
- Familiar with coordinating staff in a unionized environment and in accordance with the collective bargaining agreement.

Contract Administration & Project Management Requirements:

- Have familiarity and experience administering and evaluating Progress Claim Applications, RFI's, Equipment and Material submittals, etc.
- Have knowledge of evaluating, negotiating, and managing Change Orders, Change Directives/Force Accounts, and other such contractual changes that may affect costs, schedules, or liabilities.
- Have proven skills in contract administration, project management, and project closeout/turnover from capital to operations. Demonstrates the ability to organize and prioritize a complex series of project components for large complex projects to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Have familiarity to intermediate financial management and budgeting experience creating Class C estimates and preparing and monitoring cashflow projections.

Procurement Knowledge:

- Have awareness and understanding of public procurement laws and regulations.
- Have awareness of and experience with developing, administering, and evaluating RFQ, RFP, EOI, and standard tender front-end documentation and processes.

Technical Skillsets and Knowledge:

- Sound technical knowledge and understanding of engineering principles and their application in relevant discipline.
- Strong verbal, writing, editing, and proofreading skills
- Advanced skillsets in using MS Office suite (MS Word, Excel, PowerPoint, Outlook, Project, SharePoint, Teams). Familiarity or higher skill levels with desktop and web mapping applications, desktop publishing, and CAD viewing and markup functions is desirable.

The annual salary for this 2-year term contract position is between \$ 80,000 and \$98,000 (dependent on education and experience), plus benefits.

Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification, and a clean drivers' abstract.

Applicants are invited to submit their detailed resumes, complete with cover letter and references, in confidence by **September 10, 2024 at 4:00 pm Pacific Time** to:
Human Resources | jobs@grandforks.ca