



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Career Opportunity

Project Manager

The City of Cranbrook is looking for an experienced and passionate Project Manager

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
24-83	Exempt	Term - Until return of incumbent (up to 18 months)	35-hour work week

SALARY \$110,586.89 to \$135,755.94 per year, Managers-Function/Division Leaders - Band D4

POSITION SUMMARY

Reporting to the Director of Public Works, the Project Manager is responsible for leading a variety of projects related to solid waste, climate mitigation/adaptation, asset management and wastewater treatment. The Project Manager is responsible for managing the operations of the Spray Irrigation Facility. The Project Manager is responsible for leading the implementation of the Asset Management Strategy that will help in streamlining and standardizing the City’s current asset management practices. This position is required to work closely with internal and external resources to establish and realize the objectives identified in the City’s asset management strategy

KEY RESPONSIBILITIES

Spray Irrigation

- Manage and oversee operations, maintenance and environmental monitoring programs and reporting.
- Plan and budget for the completion of required maintenance, repairs, equipment replacement and upgrades, including planning and management of all capital and/or special projects.

Climate Adaptation/Mitigation

- Support the City’s Community and Corporate climate action plan priorities.
- Manage the Water Ambassador program, Energy Conservation program, Curbside Recycling Program, and watershed creek flow monitoring program.

Asset Management

- Develop, update, and implement the City’s Asset Management Strategy in collaboration with the Asset Management Steering Committee.
- Contributes to the development, implementation and review of corporate asset management best practices while collaborating with business units across the organization. This includes developing and

implementing standards and processes to identify and collect data throughout the asset life cycle for capital planning, capital project delivery, financial reporting, and asset management activities.

- Oversees asset management activities and ensures asset registers, condition assessments and other databases are up to date.
- Assists in developing predictive, preventive maintenance strategies and performance measures for assets in collaboration with staff and operational managers.
- Develops, implements, and monitors preventive maintenance programs to ensure consistent maintenance practices, standards, and work plans for the Department.

REQUIRED QUALIFICATIONS

EDUCATION

- Degree in Environmental Science, Civil Engineering or other applicable Engineering and Geoscience related field. A demonstrated and proven combination of relevant training and experience will be considered.
- Project Management Professional (PMP) is considered an asset.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's License

EXPERIENCE

- Minimum of 5 years of experience in municipal government or municipal consulting, including infrastructure, data management and budgeting experience.
- Minimum of 3 years of experience in asset management.

SPECIFIC SKILLS

- Thorough knowledge in applicable federal, provincial, and local laws and regulations pertaining to water/wastewater and environmental management.
- Proficient ability with computers and Microsoft Office including Excel, Word and PowerPoint.
- Ability to manage simple to complex projects using established project management practices and tools including computer-based project management software.
- Innovative and self-motivated with strong organizational and interpersonal skills, and strong oral and written communication abilities.
- Experience working and supervising in a unionized environment.

SPECIAL REQUIREMENTS

- Police Information Check

CLOSING DATE **Wednesday, December 11th, 2024**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15