Infrastructure & Planning Services

EMPLOYMENT OPPORTUNITY - INTERNAL

Project Manager

Job Summary:

Reporting to the Director of Infrastructure and Planning Services, this position acts as the Town of Hay River's project manager planning and delivering municipal infrastructure projects. The position acts as the Town's main point of contact for all aspects related to the planning, delivery, coordination and administration of each assigned project. The position will complete projects through external consultants and contractors as well as in-house resources as required by each project's scope. The position manages several capital projects and project teams at once.

Duties & Responsibilities include, but are not limited to:

- Plans and manages municipal infrastructure projects from initiation to completion, ensuring scope, budget, and timelines are met.
- Coordinates with internal teams, external consultants, contractors, and stakeholders to deliver projects effectively.
- Oversees technical aspects, including reviewing designs, tender documents, and conducting inspections for quality assurance.
- Manages project budgets and financial reporting, including cost estimates, forecasts, and payment approvals.
- Ensures regulatory compliance and safety standards, while maintaining clear communication and reporting to senior management and council.

Education and Experience:

- Diploma in Civil Engineering Technology or equivalent in related fields;
- A project management professional (PMP) or Certified Associate in Project Management (CAPM) is required; and
- Minimum 3 years' experience in municipal infrastructure which could include one or several of the following. sanitary collection, treatment and disposal, water distribution, drainage, transportation, buildings/facilities and parks infrastructure.

Compensation:

- The Town of Hay River offers a comprehensive salary and benefits package including $500 per month Northern Living Allowance. Salary range is from Group 9, Step 1: $44.22 through Step 7: $58.35

Applicants must include a detailed resume, which can be submitted in person or through email at humanresources@hayriver.com

For the job description, please go to hayriver.sharepoint.com

Open until filled