



Infrastructure & Planning Services

EMPLOYMENT OPPORTUNITY

Project Manager

The Town of Hay River, nestled in the heart of Canada's Northwest Territories, is more than just a place; it's a captivating way of life. Living and working in Hay River offers a unique blend of natural beauty, community spirit and professional opportunities that are truly irresistible. With its picturesque surroundings of pristine lakes and rugged wilderness, Hay River is a haven for outdoor enthusiasts, providing endless adventures like fishing, hiking, and northern lights gazing. But it's not just the scenery that makes Hay River special; the warmth and inclusivity of the community make you feel at home from the moment you arrive. Professionally, the region offers a diverse range of opportunities, from working in the thriving resource and transportation sectors to contributing to the growth of local businesses. Hay River is where dreams take root, and where a remarkable quality of life flourishes. Join us and experience a life that is as fulfilling as it is unforgettable.

Role:

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 \$44.22 per hour to \$58.35 per hour.

Please submit a detailed resume and cover letter to the Town of Hay River via email indicating the position you are applying for in your cover letter.

For a job description on these positions, please look for our job opportunities page at
www.hayriver.com

For additional information please contact:

**Human Resources Department
Town Office
Phone: 867-874-6522
Email: humanresources@hayriver.com**

Open until filled