

Project Manager (2 Positions) Project Management Centre

**Position Type/
Hours:** This is a permanent, full-time position working forty (40) hours per week.

Position Description:

- Manage corporate projects. Corporate projects are those defined as having a high dollar value and high degree of complexity and risk, involving multiple Municipality departments and having a larger, complex group of stakeholders.
- On behalf of the sponsoring Department Head, act as owner's representative on some corporate projects that are delivered by external project managers while managing other projects.
- Responsible for the project organization, day-to-day issue resolution and ensuring that the project is delivered on time, within budget, in accordance with project objectives and smoothly turned over. Responsible for directing and coordinating staff and/or external work force in the design and production of assets of the project.

Qualifications:

- A University Degree in public administration, civil engineering or a related field preferred. Other professional designations combined with a certificate or diploma may qualify as a substitute for a university degree.
- Proficient in using Primavera and Microsoft Project Management software.
- Related accredited Project Management courses an asset, preferably from a Project Management Institute Registered Education Provider.
- P Eng Designation preferred.
- Professional Project Manager (PMP) Designation preferred.
- Six (6) years of progressive experience as a Project Manager with experience managing multi-discipline projects with a high degree of complexity.
- Experience managing construction projects.
- Experience in preparing, monitoring and updating schedule using Primavera/MS Project and managing all resources required to complete the project.
- Experience in preparing various progress and performance reports.
- Experience managing facilities and other capital project results is preferred.
- Experience managing projects requiring a high degree of involvement from engineering experts.
- Extensive knowledge and experience in a Municipal client based environment; experience navigating and successfully working with complex municipal structures and stakeholder organizations.
- Experience resolving issues, managing risks and ensuring the resolution of deficiencies during the project.
- Experience working within a Project Management Office environment preferred.
- Experience with reporting project progress and status to senior level executives, occasionally positioning difficult issues for decision and support.
- Ability to read project design documents with a view to ensure the result will meet business needs driving the project.
- Above average interpersonal, organizational, analytical, managerial and communication skills.
- Goal orientation and action-focused, pragmatic and self-disciplined.
- Project planning, organizing, communication, team motivation and delegation.
- Skilled in the use of project delivery tools and techniques.
- Knowledge in creation of proposals, charters and project definition documents.
- Proven ability to work well under pressure and independently with limited supervision to meet difficult deadlines with a high level of responsibility, supervision and accountability for project deliverables.
- Energetic, motivated and achievement oriented.
- Disciplined with a strong orientation toward detail.
- Present ideas with a strong ability to think conceptually and strategically.
- Develop and /or leverage partnering relationships.
- Organizational awareness with the ability to balance service levels against quality of delivery.
- Good judgment and high ethical standards.
- Respect and appreciation for all team members and recognition of their equally important role in producing a quality project outcome.

**Pay /
Classification
Level:** PL 21*

Salary Range: \$44.82 (Probationary Rate)
\$49.21 – \$52.82 (Permanent Rates)
Rates adjusted to reflect current market conditions

In addition to the rate of pay, we offer other attractive incentives:

-excellent training and development opportunities

-an extensive employer paid benefits plan

-home equity protection program

-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:** 155

Closing Date: Open Until Filled

Posting Type: External

To apply: Please visit our website at www.woodbuffalo.ab.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.