

# EMPLOYMENT OPPORTUNITY



## PUBLIC WORKS PROJECT MANAGER

The County of Vermilion River is seeking a highly motivated person to join our safety oriented team as **Public Works Project Manager**. Reporting to the Director of Public Works, the PW Project Manager is responsible **for project management and delivery of capital construction projects from the planning stage through completion.**

**Key qualifications include a minimum degree in Civil Engineering, or a Diploma in Civil Engineering Technology, or a related post-secondary education.** A minimum 5 years municipal experience in project management of capital infrastructure with focus on roadways, drainage, water, wastewater and other related infrastructure projects along with supervisory/leadership/project manager experience.

Key components of the position include:

- **PW Project Management:** all stages of project management from initiation, planning & budgeting, execution, monitoring and control, to close-out according to engineering standards and/or County Municipal Standards; manage contracts; oversee project personnel; liaise with landowners; coordinate wetlands and environment
- **Management:** in consultation with Director, Operations Manager and HR Manager, assist with recruitment, training, and retention of road construction personnel and seasonal laborers
- **RFP's:** Prepare and monitor Requests for Proposals, tenders, pre-qualifications, and associated contract documents working in conjunction with the Director of Public Works & Infrastructure
- **Budgets & Financial Management:** manage the Public Works Capital Infrastructure projects and industry-related road projects as per the Master Transportation Plan and the Capital Infrastructure Budget.

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A more detailed job description is on our website. Competition will remain open until suitable candidate is found.

Applications with references clearly marked: "**CONFIDENTIAL – Public Works Project Manager**" can be submitted to:

**Attention: Kathy Jeffrey, Human Resources Manager County of Vermilion River**

**4912 – 50 Avenue, Box 69    Kitscoty, AB    T0B 2P0**

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