

NOW HIRING



CITY OF
PORT ALBERNI

PROJECT MANAGER

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is seeking a **Project Manager** to lead the planning, coordination, and execution of municipal infrastructure projects. This role is ideal for someone with a strong background in civil engineering, construction management, or municipal operations, and a passion for delivering high-quality public infrastructure that serves our community.

Responsibilities:

- Acts as the City's project manager to ensure the successful delivery of municipal infrastructure projects
- Coordinates projects from inception to completion, including planning, delivery, coordination and administration
- Manages external consultants and contractors for project delivery, as well as performs design and project management work for select projects
- Plays a key role in advancing the annual capital program, by procuring and managing municipal infrastructure projects and project teams using the latest standards and best practices
- Develops and manages project budgets from the project initiation stage through to project closeout
- Prepares grant funding applications for municipal projects

Qualifications & Experience:

- Completion of a degree or diploma in Civil or Mechanical Engineering, Construction Management or equivalent education in a related field.
- A minimum of five years of experience managing infrastructure projects, preferably in a municipal or public sector environment.
- Completion of formal project management or other related training; Project Manager Professional (PMP) certification would be considered an asset.
- An equivalent combination of education and experience may be considered.
- Comprehensive knowledge of design and project management concepts, principles and practices related to municipal engineering, construction, engagement, collaboration, organization, planning, procurement and analytical and problem-solving skills in the delivery of infrastructure projects.
- Thorough knowledge of budgeting, estimating, and costing procedures.
- Proficiency in project management software, and the Microsoft Office Suite.
- Ability and desire to work in a collaborative manner with a wide range of groups.
- Valid BC Class 5 driver's license.

This is an exempt position, with a salary range of \$108,221 – 124,177, a comprehensive benefit package and flex day work schedule. Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on November 14th.

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

