

Job Description

Manager of Capital Projects

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Manager of Capital Projects reports to the Director of Infrastructure and is responsible for the comprehensive oversight of the Capital Projects Division. This role ensures the safe, efficient and responsible development and delivery of capital infrastructure projects, ensuring that all projects are properly resourced, executed on time, within budget, and to the highest standards. The Manager oversees the day-to-day management and coordination of capital works, ensuring that each project is commissioned to meet relevant standards and aligns with the Municipality's strategic objectives.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Project Planning and Execution</p> <ul style="list-style-type: none"> • Develop, manage and oversee the execution of the Municipality's capital projects from inception to completion • Ensure all projects are aligned with the Council's Strategic Priorities and meet community, economic and environmental standards • Monitor project timelines, budgets and resources to ensure on-time and on-budget delivery • Conduct regular progress reviews and adjust project plans as needed to address challenges and ensure successful outcomes • Ensure the preparation, review and approval of "As-Builts" on all infrastructure and related projects 	50%
<p>Resource Management and Staffing</p> <ul style="list-style-type: none"> • Ensure the Capital Projects Division is adequately staffed with skilled professionals and that resources are efficiently allocated • Coordinate with human resources to recruit, train and develop staff members to maintain a high-performing project team 	10%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> Oversee the procurement of materials, equipment and services required for project completion, ensuring cost-effectiveness and quality Manage contractor and consultant relationships to ensure that all external resources meet the Municipality's standards and expectations 	
<p>Health and Safety Management</p> <ul style="list-style-type: none"> Ensure all operations within the Public Works division adhere to Compliance and Safety Oversight Ensure all projects comply with relevant municipal, provincial, and federal regulations, including safety, environmental, and building codes. Implement and enforce safety protocols and standards across all project sites to protect workers, residents, and the environment. Conduct regular site inspections to monitor compliance and address any safety or regulatory issues promptly. Collaborate with regulatory agencies 	10%
<p>Financial Management and Reporting</p> <ul style="list-style-type: none"> Develop and manage project budgets, ensuring financial accountability and transparency throughout the project lifecycle Prepare detailed reports and projections for the Director of Infrastructure, Director of Finance and Municipal Council Identify and pursue funding opportunities, including grants and partnerships, to support the Municipality's capital projects Monitor expenditures and cost trends, taking corrective action as necessary to stay within budget 	20%
<p>Interested Party Engagement and Communication</p> <ul style="list-style-type: none"> Maintain open and effective communication with internal and external interested parties, including Municipal Council, community members and contractors Provide regular updates on project progress, challenges and outcomes to the Director of Infrastructure and other key interested parties In collaboration the Communications Officer, facilitate community consultations and public meetings to gather input and address concerns related to capital projects Collaborate with the Communications Officer to promote the Municipality's capital projects through public relations efforts, highlighting their benefits to the community's wellbeing 	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Education (degree/diploma/certifications):

- Bachelor's degree in civil engineering, project management, construction management or a related field
- Professional Engineering (P.Eng.) designation or PMP (Project Management Professional) certification is preferred
- Class 5 NS Drivers License with Condition 15 endorsement
- Post-secondary education in civil engineering construction or relevant field, or equivalent experience would be considered an asset

Experience:

- 5 years' experience in civil construction or another related field
- 3 years' experience as a supervisor, responsible to lead and direct multi-discipline employees or contractors
- Work in a municipal environment as an asset
- Experience with budgeting, financial management and cost control for large-scale infrastructure projects
- Experience in leading multidisciplinary teams and coordinating with various interested parties

Knowledge/Skill/Ability:

- Familiarity with municipal, provincial and federal regulations, particularly in construction, environmental standards and safety protocols. In-depth understanding of project management methodologies, tools and best practices
- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Ability to work effectively with other departments, external agencies and community to achieve common goals
- Proficiency in budget development, financial oversight and cost control to manage projects within budgetary constraints
- Knowledge of engineering principles, construction practices and infrastructure maintenance
- Strong leadership abilities to mentor and guide staff, fostering a collaborative environment focused on continuous improvement
- Excellent communication skills, both verbal and written, to interact effectively with interested parties, including government agencies, contractors and the public
- Ability to analyze complex data, assess risks and make informed decisions
- Strong problem-solving skills to address challenges in project execution, resource allocation and regulatory compliance
- Capable of managing multiple projects simultaneously while meeting deadlines and maintaining high-quality standards
- Proficient in engaging with diverse interested parties and managing their expectations
- Keen attention to detail in all aspects of project planning, execution and reporting
- Ability to adapt to changing project demands and priorities, demonstrating flexibility in decision-making and resource allocation



Work Demands

This position spends approximately:

- 60% of the time indoors
- 20% of the time outdoors
- 20% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time sitting at a desk and computer usage
- Able to spend extended periods of time walking or standing on uneven surfaces
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely

Mental effort:

- Able to effectively express or exchange ideas and provide rationale to employees
- Able to adapt well in the face of workplace stressors such as difficult public members, competing priorities or complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently apply logic to make sound decisions
- High-level project planning and problem-solving
- Analyzing complex data and making strategic decisions
- Managing multiple projects and tight deadlines

Hours of work:

- Regular hours of work will be 8 am to 4:30 pm, Monday to Friday with overtime or after-hours as required
- After-hours on call weekly rotation

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

**Independent Decision Making:**

- Prioritizing project tasks and resource allocation
- Making critical adjustments to project timelines
- Approving project expenditures within budget limits
- Customer service decisions in responding to public comments and inquiries
- Interpreting and implementing policies, procedures and agreements
- Diagnosing and effecting repairs to infrastructure or equipment
- Developing short- and long-term project planning

Financials and Budget:

- Making purchases up to \$25,000 without the Infrastructure and Operations Director's approval
- Providing input/ information to the Infrastructure and Operations Director for budget planning
- Managing project budgets with financial oversight and track expenditures
- Allocating resources effectively across projects
- Preparing project updates, including summary financial information for interested parties

Confidential Information:

- Handling sensitive project-related information including financial information
- Managing proprietary information from contractors
- Protecting collaborator communication confidentiality
- Protecting and securing sensitive employee and operational information

Creativity and Ingenuity:

- Leveraging new technologies, tools or materials to improve quality or efficiency
- Developing designs, layouts and arrangements for hard and soft structures or features
- Developing innovative solutions for project challenges
- Designing cost-effective strategies for project execution
- Implementing sustainable and environmentally friendly practices

Leadership, Supervision and Functional Advice**Employees this role manages or supervises:**

- Manages and supervises unionized employees
- Manages and supervises salaried employees
- Manages and supervises hourly employees
- Manages contractors

Functional advice this role may provide and to whom it is provided:

- Providing technical advice related to design, construction, maintenance, troubleshooting and optimization of systems, structures or processes
- Developing and supporting risk assessment and safety measure implementations
- Providing technical advice related to construction

POSITION CLASSIFICATION
(Where this position fits)



Position Title: Manager of Capital Projects	Division: Capital Projects
Department: Infrastructure	Classification:
Positions Supervised Directly: 2	Reports to (Direct): Director of Infrastructure
Salary Grade: 6	Positions Supervised Indirectly: <10
Hours per week: Regular hours of work are Monday to Friday 8:00 am - 4:30 pm with a 30-minute unpaid lunch. Overtime and after-hours work will be required from time to time and may be balanced with time in lieu at the Director's discretion.	Work Location: Public Works Garage 142 Hank Snow Dr., Liverpool
Effective Date: September 8, 2024	Revision Date: March 6, 2026

Organizational Chart

The reporting relationship of this position to others within the immediate department.

