

## PROJECT MANAGER

We're seeking an innovative and technical oriented **Project Manager** who will be responsible for developing and managing projects related to municipal infrastructure, services and rural development. The successful candidate will have the ability to analyze technical data and drawings, find solutions to problems using established engineering principles and be skilled at building relationships and collaborating with others.

### Key Duties and Responsibilities:

- **Technical:** Develop, prepare and review tenders, drawings and other related documents for operations, capital or maintenance projects (i.e. bridge design and replacement, paving projects, chipseal program, etc).
- **Review & Collaborate:** Review plans, drawings and documents submitted by developers and make recommendations to the Planning department. Undertake site inspections and progress reports on the developments.
- **Planning:** Update and maintain various Operations Management Plans (capital equipment replacement, long range construction schedule, bridge management, pavement management, etc.).
- **Bridge Inspections:** Maintain (or willing to obtain) Class B Bridge Inspector certification and perform inspections on bridge structures within the County.
- **Overall Position Responsibilities:** Responsible for planning, leading and directing the efficient and effective implementation of various operational projects located throughout the County. This position manages and supervises the project team (consultants, contractors, and/or staff) to ensure the work completed is within the approved budgets and schedules.

### Ideal Qualifications:

- Post-secondary diploma in Civil Engineering Technology (preferred) or a related discipline combined with at least five years of supervisory/leadership experience or an equivalent combination of education and experience. Experience in municipal government is an asset. General operations knowledge (maintenance and construction of infrastructure) is required. Possess Class B Bridge Inspector certification (or be able to obtain).
- Proven ability to read and interpret technical plans, specifications and drawings.
- Proven interpersonal and communication skills (both written and verbal); must be able to interact with ratepayers, employees, Council and the general public in a manner that displays tact and diplomacy.
- A high degree of proven competency with Microsoft Office 365, AutoCAD and GIS.
- Possess a strong customer service oriented philosophy with a proven history of building and maintaining relationships with diverse stakeholders.

For more information, please view the *Project Manager Job Description* on the [Lacombe County website](#).

We support a work-life balance and offer an excellent compensation package including a comprehensive group benefits package (including a **defined benefit pension plan**), a **health/wellness spending account**, a **flexible work from home program**, and **professional development opportunities**. Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace.

**Please forward your application no later than 8AM, September 12, 2022 to: [hr@lacombecounty.com](mailto:hr@lacombecounty.com).**

***\*Applications will be reviewed and scheduled for an interview as they are received.\****

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.