

## 8244BR - **Manager, Project Management**

Halifax Regional Municipality (HRM) is inviting applications for the permanent position of **Manager, Project Management in Public Works**. HRM is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application

Reporting to the Director of Design & Construction, this position manages and directs Project and Program Managers in the delivery of complex transportation and municipal engineering projects to Project Management Institute (PMI), industry and HRM best practices. This position requires an accountable leader with strong management and communication skills and a demonstrated ability to lead and deliver large, complex transportation projects. Strategic projects include new, retrofitted, or rehabilitated transportation infrastructure. The work includes presentations to Council; developing and improving procedures, processes and quality assurance controls; developing program budgets; assigning work to project management staff; complex problem solving; exemplifying public accountability; ensuring the successful delivery of complex construction projects; managing program costs and schedules and providing leadership to approximately 9-15 staff.

### **DUTIES AND RESPONSIBILITIES**

- Assigns, directs and co-ordinates Project Managers and other staff responsible for project and program management activities for complex transportation and municipal Projects ensuring that all governing regulations and guidelines are met, while managing stakeholder expectations.

- Oversees the preparation and evaluation of Requests for Proposal, Tenders and other Contract standards; provides guidance to project management staff during progress of contracts;
- Assists in the coordination of municipal infrastructure projects with other departments;
- Reviews and presents technical reports to senior staff and Regional Council; liaises and consults with the general public, elected officials, consultants, and other government agencies as required;
- Creates policies and procedures for the department;
- Responsible for managing program budget, schedule, scope, communications, quality, and risks with strong project management skills in multi-disciplinary transportation projects;
- Reviews and approves project records (charters, schedules, work breakdown structures, budgets, risk registers, reports, Key Performance Indicator's, meeting packages, project forecasts and post-mortems);
- Supports the team to manage concurrent projects and programs, including new construction or rehabilitation of infrastructure such as streets / roads, storm sewers, structures, intersections, transit projects, active transportation infrastructure, and integrated/interfaces work with Provincial, Rail, Development and Utility works;
- Sets priorities on the delivery of services and ensures service level standards are met;
- Proactively liaise with and report progress to stakeholders, monitor service performance, and ensure that high standards of customer service and communications are achieved;
- Ensure high standards of ethical and professional conduct within the service area.
- Provide leadership, coaching, guidance, mentoring and development opportunities to a professional team.
- Champion teamwork, sharing of knowledge, resources and communication;

- Maintain healthy and safe workplace, ensure awareness and compliance with codes and legislation, (OH&S, WHMIS, hazardous substances programs, etc).
- Assigns Quality Control duties;
- Ensures that all project components and activities meet HRM, local, provincial and/or federal legislation, standards, policies, procedures, and codes;
- Acts as interim Director when required.

## **QUALIFICATIONS**

### **Education & Experience**

- Diploma in Civil Engineering Technology from a recognized College, Degree in Civil Engineering or related program from a recognized University;
- Minimum of ten (10) years of progressively responsible experience in Project Management.
- Project Management Professional certification, or specific project management training, certificate, or degree.
- Experience with Transportation Engineering, registration as a Professional Engineer with the Association of Professional Engineers of Nova Scotia, Civil Engineering Technologist certification with TechNova; or other relevant certifications would be considered an asset.
- Minimum of three (3) years of supervisory experience within project teams, or a suitable and equivalent combination of training and experience;
- Valid Nova Scotia Drivers License and should be prepared to use personal vehicle in accordance with the Local Travel Allowance Policy.

### **Technical/Job Specific Knowledge and Abilities**

- Knowledge of project and program management principles and quality control processes for large scale transportation projects.
- Experience in risk management, with a focus on transportation infrastructure design and construction.

- Strong knowledge of project management tools including Microsoft Project, SharePoint, Office 360 applications, and functional knowledge of computer-aided civil engineering design software (AutoCAD Civil 3D).
- Functional knowledge of HRM Municipal, and other applicable design guidelines, civil engineering drawings, standards and specifications.
- Advanced level of expertise in project and program capital budget preparation, and total costs for transportation and other municipal projects.
- Knowledge of Provincial/Federal regulations and guidelines affecting municipal designs and construction.
- Strong leadership skills;
- Thorough knowledge of occupational health, safety and environmental regulations, construction practices, and other applicable municipal, provincial and federal legislation;
- Sound working knowledge of GIS, SAP, Hansen and City Works.
- Advanced reading, writing, and speaking communication in English;
- Proficient in administration of contracts with consultants; and
- Expertise and knowledge of strategic planning, scheduling and budget control.

**Competencies:** Analytical Thinking; Communications; Conflict Management; Customer Service; Decision Making; Organization and Planning; Organizational Awareness; Risk Management; Values and Ethics; Valuing Diversity; Decision Making.

**WORK STATUS:** Permanent, full-time

**HOURS OF WORK:** Regular working hours: 8:30am - 4:30p.m., Monday to Friday.

**SALARY:** Non-Union, **NU9 \$95,480 - \$131,290** commensurate with experience.

**WORK LOCATION:** 21 Mount Hope Avenue, Dartmouth

**CLOSING DATE:** Applications will be received up to 11:59 PM **Sunday, January 21, 2024.**

**Please note:** We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation.

Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.