

**MANAGER, CAPITAL PROJECTS - COMMUNITY SERVICES**

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<b>UNION OR EXEMPT:</b>	Exempt	<b>DEPARTMENT:</b>	Community Services
<b>SALARY LEVEL:</b>	Grid X2, Level 8	<b>DIVISION:</b>	Capital Projects
<b>LOCATION:</b>	Field Road Office	<b>SUPERVISOR:</b>	GM, Community Services
<b>APPROVED BY:</b>	GM, Community Services	<b>UPDATED:</b>	December 2025
<b>POSITION HOURS:</b>	35		

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***Replaces:*** NEW***Previous Version:*** December 2025

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**SUMMARY:**

Reporting to the General Manager, Community Services, this position is responsible for the overall leadership and supervision of the Community Services Capital Projects division, focusing on developing, planning, executing, and delivering capital and major projects on time, within budget, and in accordance to specifications pertaining to projects associated with, but not limited to, recreation facilities, SCRD buildings including fire halls, parks facilities and asset, transit/fleet, and ports. This role will define project requirements, risks and scope, acquire project resources, supervise the efforts of project team members, and ensure the efficient management of project deliverables, effective quality control, clear communication of expectations to staff, consultants, stakeholders, and others, and ensure upward reporting to senior management are all performed throughout each project lifecycle.

**KEY RESPONSIBILITIES** *include:*

1. Plans, develops and implements the direction for all projects to be delivered by the division.
2. Determines project scope and optimal approach to create and maintain project schedules, clearly identified milestones, critical path items, and manage projects through to successful completion, ensuring legal and contract compliance, through respectful liaison with contractors, consulting professionals and others.
3. Manages the processes and budgets for major capital projects including managing consultants, internal teams, and community involvement ensuring projects are delivered on time and on budget.
4. Prepares project charters, plans, specifications, Requests for Proposal, Invitations to Tender, addenda, Board reports, memoranda and other documents relating to the procurement process using thorough knowledge of construction contract law, CCDC contract documents, and public tendering practice.
5. Ensures the development and successful execution of divisional strategies and plans, while equipping staff with the guidance and support required to deliver on expected outcomes.
6. Administers contracts including preparation of change orders, cheque requisitions, instructions to contractors, and manage disputes and claims.
7. Leads community engagement and partnerships in facility planning and development by fostering stakeholder involvement, representing the department publicly, aligning resources

strategically, and providing education and advocacy.

8. Ensures that cross-division, departmental, and community impacts are fully considered during project planning and implementation
9. Participates in the development of Facility Master Plans, infrastructure plans and capital asset renewal plans that support achieving the divisions objectives.
10. Fosters employee engagement, manages performance, and supports team communication to strengthen operations and staff development.
11. Ensure division policies and procedures align with corporate policies, board policies, and provincial standards, while monitoring compliance and supporting the Corporate Work Plan.
12. Maintain current knowledge of the legislative framework and best practices associated with the project management of all phases of capital infrastructure projects and asset management.

**TYPICAL ACTIVITIES** *include:*

1. Plans project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or project management (PM) methods.
2. Establishes and delivers mechanisms for tracking project progress and financial management and reporting to senior management.
3. Holds meetings with stakeholders to gather feedback and expectations and includes them in project plans
4. Produces regular reports (status, escalations, etc.) on the progress of projects for senior management.
5. Closely monitors the efforts and billing of third-party workers, such as consultants, contractors, and other specialists.
6. Identifies and resolve conflicts within teams and associated work and create contingency plans to mitigate risk.
7. Reviews completed projects to find out what went well and what could be improved, and suggest changes based on those findings.
8. Attends Board, Committee and Advisory Committee meetings, prepares and address reports for consideration and approval.
9. Develops, implements and administers sound and proactive policies and programs in accordance with best management principles and standards.
10. Responsible for hiring staff and managing the performance and discipline of direct reports.

**EDUCATION AND EXPERIENCE:**

- Degree in Engineering Technology, with registration as an Applied Science Technologist, ideally supplemented by completion of relevant technical courses.
- Preference may be given to a Professional Civil Engineer eligible for immediate registration in B.C.
- Certification as a Project Management Professional (PMP) or equivalency.
- Coursework or certification in Contract Management and/or Contract Negotiation considered an asset.
- Five (5) years of progressive experience, including supervision, preferably in local government, with experience managing multiple large infrastructure projects, training in project/construction management and asset management, and ideally including the management, operations and maintenance of recreation and parks facilities.

- A suitable combination of education and experience relevant to the position may also be considered.
- A valid Class 5 BC Drivers License or equivalent.

#### **OTHER SKILLS/KNOWLEDGE**

- Strong interpersonal, community and negotiation skills.
- Effective oral and written communication, especially the ability to prepare written and make oral presentations and technical reports.
- Knowledge of commercial building construction best practices, new technologies and environmental and sustainable initiatives.
- Knowledge of building codes and Occupational Health and Safety regulations, Federal and Provincial legislation and SCRD by-laws governing the operation and maintenance of public buildings.
- Effective visioning, strategic thinking, management and leadership skills.
- Demonstrated understanding of the development, design, operation and maintenance of municipal infrastructure and related industry best practices.
- Ability to manage a variety of projects in various stages of development.
- Proficiency in conducting technical research in relevant issues.