

## Recruitment Details

*The City of Winnipeg is a vibrant and dynamic organization with many opportunities!*  
*We offer a diverse and welcoming work environment that delivers quality services to our citizens.*

### **Project Manager (Temporary, 3 Year Term)**

Water and Waste Department

Posting No: 117014

**Closing Date: August 9, 2018**

#### **Job Profile**

Under the direction of the Design and Construction Engineer the Project Manager provides leadership and guidance in the execution of projects and initiatives through an integrated multi-disciplinary team approach that strives for innovation, excellence and efficiency. Projects may include, but are not limited to the development of new and the rehabilitation of large diameter regional infrastructure including; feeder mains, interceptor sewers, waste water lift stations, land drainage systems and storm retention basins and major river outfalls. This position will manage projects throughout the project's life-cycle and ensuring effective teamwork and communication, high standards of work quality and organizational performance, and continuous learning.

The Project Manager will initiate, lead, facilitate, coordinate, and provide direction, monitoring and oversight activity for the projects assigned and ensure that the benefits of the investment are realized in an efficient and effective manner. This position is expected to develop and maintain strong relationships with project stakeholders throughout the project lifecycle. The Project Manager will work with the Project Sponsor to plan, deliver and transfer the project to the Business Owner.

#### **As the *Project Manager* you will:**

- Provide project management expertise and guidance to the Department to successfully complete and/or implement projects and departmental initiatives, while achieving the benefits of the investment.
- Develop and manage the procurement process which includes solicitation and contract administration tasks.
- Manage the Design Management process.
- Develop Business Cases and Investment Strategies per the Investment Planning Manual.
- Coordinate and oversee the Project Turnover process.

#### **Your education and qualifications include:**

- Bachelor Degree in a related field such as Commerce, Engineering, Architect, or Finance or an acceptable equivalent combination of education, training, and experience.
- Post-secondary education in Project Management would be desirable.
- Attainment of a Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management, and ADKAR Change Management Certification at the time of hire is desirable. Applicants who have not yet attained these certifications are required to obtain within a 6-year timeframe.

- Successful completion of the associated professional designations in addition to the education listed above is considered an asset including obtaining a P.Eng., C.E.T/A.Sc.T, MRAIC, CMA, CGA, CA, or CPA.
- Certificate in Quality Management is considered an asset.
- Five to eight (5-8) years of experience related to the duties listed above in Project Delivery, preferably in a Public Sector environment.
- Knowledge in the industry sector that is applicable to the department that position will reside in.
- Previously demonstrated success in leading projects including change initiatives, navigating complex environments and influencing desirable outcomes through positive and collaborative relationship management.
- Experience with supervision and management of design consultants and contractors
- Excellent organizational and time management skills in order to be flexible and responsive to changing priorities and circumstances as well as ability to work on diverse projects simultaneously in stressful and fast paced environment.
- Supervisory experience including planning, organizing, directing, motivating and managing professional and administrative staff.
- Previous experience managing and leading projects including organizing, coordinating, planning, and maintaining schedules and controlling a large number of projects.
- Excellent analytical, problem-solving and decision-making skills.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Demonstrated ability and experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software.
- Demonstrated commitment towards continuous learning, growth and the achievement of high performance.
- Demonstrated excellent interpersonal skills including the ability to maintain relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations.
- Proven ability to set priorities, solve problems and meet deadlines under pressure.
- Experience in a municipal environment would be considered an asset.

#### **Conditions of employment:**

- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
- Must possess and maintain a valid Class 5 Manitoba Driver's License.

#### **CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

#### **How To Apply**

**APPLY ONLINE**, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Cover Letter.

## **\*Applications submitted without REQUIRED documentation will not be considered.\***

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., August 9, 2018.**

### **Notes**

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$3,100.22 - \$4,173.59 bi-weekly.

The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.

Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**