

Director of Assets and Project Management

Department: Assets & Project Management

Designated Work Location: 510 Main Street

Position Type: Permanent, Full-time

Salary: \$147,963.88 - \$216,022.79 Annually

Posting No: 125742

Closing Date: April 28, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the General Direction of the Chief Administrative Officer, the Director of Assets and Project Management provides leadership and is accountable for the management of the City's infrastructure through the development and implementation of strategic programs and initiatives. The goal is to

ensure the efficient and effective management of the City's infrastructure including setting and enforcing standards related to asset and project management throughout the City, including intervention when required. Ultimately the Director of Assets and Project Management is accountable to the Chief Administrative Officer and City Council for ensuring asset and project management best/leading practices are fully implemented and adhered to.

The Assets and Project Management Department has both a significant and comprehensive interface with all City departments, and provides effective leadership, direction, policy formulation, technical expertise, advice and recommendations relating to three primary functions:

- **City's Asset Management Program** – Responsible for the development of corporate standards and the implementation, including training, of best/leading asset management practices and programs in investment planning and project management, as well as the City's asset management prioritization tool.
- **Major Capital Projects Oversight** – Oversees and monitors the City's major capital projects in conjunction with departments as well as makes recommendations on improvements to the City's project management processes, procedures, and templates considering best practices and lessons learned on past projects; and makes recommendations on ways to avoid, reduce, or mitigate risks on major capital projects.
- **Municipal Accommodations** – Responsible for the overall strategic direction & leadership of the City of Winnipeg's building assets and other buildings used to accommodate civic staff and programs and a current budget of \$77 million, 300 staff, 900+ heated buildings, and nearly six million square feet of maintained space.

As the Director of Assets and Project Management, you will:

- Provide effective leadership and direction for the expansion and progression of industry leading infrastructure asset management processes and practices.
- Provide effective leadership and direction relating to delivery and management of major capital projects oversight for the City.
- Provide effective leadership and direction for the preparation of the City's Capital Budget by ensuring leading practices are implemented and by ensuring strategic linkages.
- Manage the Infrastructure Planning Office staff and budget and will be a member of the CAO's Senior Management Team (SMT).

- Provide effective leadership and direction in the areas of portfolio management strategies, project management services, and building operation services.

Your education and qualifications include:

1. Bachelor of Science Degree in Engineering; or University degree relating to Business / Finance; or Certified Engineering Technologist (C.E.T.)/Certified Applied Science Technologist (CET) with 10 years' of related experience which includes 4 to 5 years increasingly responsible experience in managing large projects.
2. Have a Professional Designation such as P.Eng or Chartered Professional Accountant CPA, or C.E.T.
3. Have a Project Management Professional (PMP) designation or obtain the PMP designation within 3 years of being hired.
4. Extensive leadership and management experience. Able to lead, supervise and coach staff effectively.
5. Strong negotiation and collaboration skills.
6. Ability to work cooperatively and effectively with Mayor and Council, CAO and other Senior Management, Department Heads, Managers and city staff across the Public Service in addition to consultants, contractors and other external groups.
7. Knowledge of the City's Infrastructure and thorough understanding of the City's role and responsibilities for infrastructure (technical, financial and governance).
8. Knowledge of the City's capital budget process, project management process and asset management process.
9. Knowledge of new public management principles, alternative service delivery and approaches, business and strategic planning process and other financial management techniques.
10. Knowledge of building sciences including planning, design, construction, risk and energy management in addition to contemporary facility management business practices and operations (including leasing).
11. Ability to create innovative solutions to complex and politically sensitive issues and problems.
12. Strong verbal and written communication skills with the ability to prepare a Council reports and communication with external & internal stakeholders at all levels of the organization.
13. Ability to work independently with minimal oversight.
14. Knowledge and good understanding and experience of municipal governance and its relationship to other orders of government including knowledge of provincial and federal department structure.
15. Financial management experience including the ability to develop and manage operating and capital budgets

16. Strong organizational, planning and coordinating skills; able to work under stressful situations and be flexible and responsive to changing priorities and circumstances. Able to work on complex and diverse projects simultaneously

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- 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. The successful applicant is required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
- Ability to work extended hours on weekdays and the weekends, as required.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

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](#).

Hours of Work: 8:30 a.m. to 4:30 p.m. Monday through Friday.

Employee Group: Senior Management

Position Reports To: Chief Administrative Officer

Only candidates selected for interviews will be contacted.