City of Campbell River

Job Description

CAPITAL PROJECTS MANAGER

Approval Date:	November 2026	**Department:**	Engineering – Capital Projects
☐ IAFF	☐ CUPE	☒ Management	
Title of Management Supervisor:	Director of Engineering		

General Accountability:

Purpose and Scope

The Capital Projects Manager, under the direction of the Director of Engineering, is responsible for leading and managing all functions related to the successful implementation of construction administration and project management for all capital projects within the City's operations including land use services; environment; sanitary sewer collection & treatment; storm water management; transportation; water supply, treatment & distribution; facilities; and parks.

In this role, the Capital Projects Manager provides technical and professional expertise with responsibilities ranging from strategic project planning through to detailed design development. The Capital Projects Manager works collaboratively with the Asset Infrastructure Manager and other department managers and staff to deliver a variety of projects supported by the City's Asset Management Plan and other strategic initiatives.

Nature and Scope of Work

Leadership/Management

- Provides leadership, supervision, direction, evaluation and mentorship to technical & support staff and/or contractors as needed to ensure effective and efficient departmental performance.
- Promotes a safe workplace; ensures that all established safety procedures are followed.
- Responsible for the preparation and administration of departmental operating and capital financial plans for all areas of responsibility in accordance with City policies.

Capital Projects

- Oversees the delivery of capital projects for the City.
- Prepares, evaluates, and administers requests for proposals, tenders and contracts.
- Develops appropriate contract language for a variety of Capital Projects.
- Develops, implements and monitors for performance required business systems used in delivering all aspects of the Capital Project cycle.
- Negotiates services with consultants ensuring best values are achieved and deliverables are met within defined constraints.
- Establishes and maintains project controls to ensure projects comply with City requirements, meet their objectives, and stay within defined constraints, and provides timely, accurate status reporting.
- Develops comprehensive Project Delivery Plans which accurately identify any limiting constraints while attempting to maximize efficiencies in resource allocations.
- Interprets, explains, implements and assists in the development of relevant policies, procedures, standards, specifications, regulations, bylaws and technical initiatives.
- Ensures departmental compliance with relevant policies, procedures, standards, specifications, regulations, bylaws and technical initiatives.
- Assists other departmental managers in the development, implementation, review and modification of all departmental capital plans such that they are efficiently delivered and well-aligned with long-range capital works

plans and corporate objectives.
- Oversees and provides administrative oversight to a variety of funding agreements ensuring that all obligations and commitments are met to ensure timely access to funding streams.
- Reviews a wide variety of consultant submissions ensuring compliance with contracts and assignment objectives.
- Mediates complaints and claims made against the City with respect to departmental responsibilities.

Asset Management
- Assists the Asset Infrastructure Manager with strategic professional input on the development, application and maintenance of comprehensive long-range City infrastructure plans to ensure timely improvements are matched to community needs.
- Assists the Asset Infrastructure Manager with establishing and developing Asset Management strategies and policies.

City Wide Responsibilities
- Provides formal departmental representation in various settings as required including Council, committees, commissions, working groups, media, etc.
- Drafts reports for Council with respect to capital projects clearly articulating issues and options for their consideration.
- Develops, promotes, and maintains co-operative and effective cross-jurisdictional working relationships with other departmental staff and managers, consultants, contractors, builders, developers, utility companies, and the general public.
- All staff employed by the City of Campbell River may be required to assist the City during emergency events, including but not limited to an Emergency Operations Centre. Duties assigned during an emergency may differ from regular duties.
- May be required to act as the Director of Engineering in their absence or cover for other operational managers in their absence.

Necessary Qualifications

Technical Knowledge/Skills:
- Thorough knowledge of capital project management, planning, design, construction, and project administration.
- Thorough knowledge of civil engineering principles, practices and techniques.
- Thorough knowledge of construction contract documents, contract law administration, public tendering practices and related rules and procedures.
- Thorough knowledge of Master Municipal Construction Documents (MMCD).
- Thorough knowledge of relevant federal, provincial and municipal statutes, regulations and bylaws related to engineering in British Columbia, and applicable City bylaws, policies and procedures.
- Working knowledge of best administrative principles and practices.
- Working knowledge of WorkSafe BC regulations and safe work procedures.
- Working knowledge of the Collective Agreement and the City's Labour Relations Principles.
- Working knowledge of budget formulation and maintenance processes.
- Proficient with all aspects of MS Office Suite, with Microsoft Project, and with engineering software relevant to the role.

Key Competencies:
- Collaboration and Negotiation
  - Works collaboratively across departments and with external agencies/groups to ensure ideas, proposals and solutions of all stakeholders are considered. Strong negotiation skills and the ability to influence, persuade and gain the cooperation of others.
- Communication

Excellent interpersonal, oral and written communication skills.
- Conflict Management
  - Advanced conflict resolution skills. Resolves conflict with a professional manner and calm demeanor.
- Decision Making and Problem Solving

  - Advanced analytical, problem solving and decision-making skills, utilizing sound judgment under pressure and rapidly changing circumstances.
- Leadership
  - Able to encourage, inspire and support others to deliver. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Networking and Relationship Building
  - Establishes effective, respectful and cooperative relationships and build credibility at all levels with internal and external stakeholders. Seeks opportunities to enhance outcomes through networking and building partnerships.
- Planning and Organizing

Strong planning, organization, and project management skills.

- Professionalism
  - Exemplifies ethical practices, professionalism, and personal integrity in performance of duties. Displays a high level of integrity, tact and diplomacy. Politically savvy.
- Results and Quality Focus / Attention to Detail
  - Proven ability to perform with a high level of attention to detail and accuracy. Excellent research and analytical skills.

Education/Training/Certification:

- Minimum of a two (2) year diploma from a recognized educational institution or college in Civil Engineering or a related discipline.
- Must be registered with Engineers & Geoscientists British Columbia (EGBC), or as an AScT with Applied Science Technologists and Technicians of BC (ASTTBC) or other self-regulated professional association relevant to the discipline/specialization.
- Project Management Professional Certification through the Project Management Institute or comparable.
- Certified Contract Administrator through the Master Municipal Construction Documents Association.
- Supervisory/Leadership skills training.
- Must possess and maintain a valid BC driver's licence and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Minimum five (5) years progressive experience in municipal engineering, municipal operations, construction of municipal works and services and project management.
- Minimum of three (3) years managerial experience in a municipal environment.
- Minimum of three (3) years of Construction Contract Administration experience with direct exposure to MMCD and CCDC construction contract document sets.
- Project management experience and/or certification.

Preferred Criteria:

- Accreditation as a Professional Engineer (P.Eng).