

# EDMONTON

## Engineering Project Manager, Transportation Planning & Design Job Number: 33665

The City of Edmonton, recognized as one of Alberta's Top Employers, continues to attract and retain employees who are passionate about their community, proud of the work they do and committed to making Edmonton a great place to live, work and play.

Are you looking for the perfect opportunity to apply your strong project management knowledge and skills, professional experience, technical knowledge, and innovative ideas to transformative projects?

Join our project management team in **Transportation Planning and Design** to contribute to and be part of the future of our City!

The Transportation Planning and Design section is looking for a talented **Engineering Project Manager** to be involved in managing and leading the planning and design of diverse transportation infrastructure projects. In this challenging position, day-to-day work includes managing projects such as concept and/or preliminary design of roads, streetscapes, freeways, interchanges, bridges, LRT, transit and active transportation projects and as well as roadway renewals. You will also be expected to provide support during the detailed design and delivery stages of the project.

You will be working closely with other project management and engineering professionals in day-to-day activities, leading the management of the planning and design of transportation infrastructure projects assigned to you.

The key functions of this position include, but are not limited to:

- Coordinating and managing the concept and preliminary design of transportation facilities, ranging from bridges to roads to transit infrastructure
- Leading a multidisciplinary project team and ensuring projects are delivered on time, on budget and within scope
- Reviewing and approving the design and delivery of work performed by engineering consultants
- Developing a Project Management Plan for each project to guide the project team in the project implementation from initiation to closeout.
- Utilizing the Project Management Information System (PMIS) and project management best practices to document and manage projects consistently, effectively, efficiently and transparently
- Preparing reports to committees and to City Council related to your projects
- Establishing the scope of work and preparing documentation for procurement of professional consulting services (Request For Proposal), evaluating proposal submissions and managing and overseeing project consultants (internal & external)
- Collaborate with other City departments in the development and execution of Public Engagement Plans (PEP)
- Collaborating with department staff, consultants, outside agencies, and the public, regarding transportation issues on various projects
- Involving citizens in transportation infrastructure project initiatives by conducting and participating in public engagement workshops, one-on-one meetings, and public meetings to build awareness and gather feedback on projects
- Responding to citizen and City Council inquiries

### Qualifications:

- Bachelor's Degree in Civil Engineering, combined with a P.Eng designation. Must be eligible for registration as a P.Eng with APEGA
- 4 years of experience in managing concept and/or preliminary design of transportation projects
- Strong technical skills in design and construction processes related to civil/ transportation engineering
- Strong project management skills including an understanding of project management methods and techniques (PMBOK best practices)
- Familiarization with transportation design and construction
- Familiarization with relevant design guidelines and principles
- Demonstrated experience leading multi-disciplinary teams in the delivery of projects
- Proven planning, organizational and problem solving skills
- Experience developing and implementing public engagement processes
- Strong conflict resolution and negotiation skills with experience in solving complex and sensitive issues
- Strong verbal and written communication skills, including report writing and presenting
- Demonstrated ability and willingness to develop strong relationships and work in a collaborative, integrated manner
- Experience managing and working with external consultants
- Ability and willingness to delegate and empower others
- Proficient in the use of Microsoft Office.
- Valid Alberta Class 5 driver's licence (or provincial equivalent). Obtaining and maintaining a City Driver's permit is a requirement of this position

### Assets

- Coursework/training in project management; financial management; or other leadership training
- Experience working with Google suites (including Google Docs)

***We are an equal opportunity employer.***

***We welcome diversity and encourage applications from all qualified individuals.***

***Up to 1 temporary position for up to 18 months and 1 permanent full time position***

**Hours of Work:** 36.9 hours per week, Monday - Friday

**Salary:** \$73,738.43 - \$105,340.61 (Annually)

**Recruitment Consultant:** OP/JB

**Classification Title:** Engineer 2

**Posting Date:** Jul 30, 2018

**Closing Date:** Aug 13, 2018 11:59:00 PM (MDT)

**Number of Openings (up to):** 2 - Permanent and Temporary Positions Full-time

**Union :** Management

**Department:** Infrastructure Planning and Design

**Work Location(s):** 12th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4



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