

# Employment Opportunity: Project Manager

---



The Town of Wolfville's Engineering and Public Works department is inviting applications for a qualified Project Manager to help oversee capital and other projects from concept through implementation. This full-time, permanent position reports to the Director of Engineering & Public Works. Key responsibilities include defining project scopes, developing detailed project plans, schedules, and budgets, coordinating engineering and construction, managing procurement processes, and administering contracts. The role also involves monitoring and managing project budgets, engaging with stakeholders, coordinating resources, ensuring quality control, and maintaining accurate project documentation.

The ideal candidate will possess strong project management skills, the ability to liaise effectively with contractors, architects, and engineers, and excellent administrative abilities, including written and oral communication. Organizational skills, attention to detail, and the ability to read and interpret engineering plans are essential. A background in civil engineering or related technical training, along with certifications such as EIT, PMP, CET, and/or C.Tech, are preferred. Experience in managing civil infrastructure projects, familiarity with PMBOK methodologies, and proficiency with MS Office and AutoCAD are assets.

**Salary Range:** \$70,888 to \$103,260 (Grades 4-5)

## **Benefits:**

- Group Benefits – *Health, Dental, Life, Long-Term Disability*
- Retirement Contributions – *Defined Contributions Pension Plan with Employer-matching*
- Allowances for Professional Fees, Training, and Professional Development Opportunities

## **Key Requirements:**

- Well developed organizational and administrative skills.
- Sound judgement and a high degree of professionalism.
- Post-secondary education in Civil Engineering, and construction project management experience.
- Strong leadership skills with experience managing contracts and contractors.
- Ability to develop and maintain positive, productive relationships with local industry partners.
- Proficiency with MS Office and other computer software and mobile technology.

Tell us about your certifications and experience in those areas in your application.

Applications consisting of a resume and cover letter saved as a single pdf file will be accepted until **Friday August 30, 2024 at 4:00pm**, and must be submitted by email to:

- Email: [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca)
- Subject line: Project Manager

A full job description is available upon request. All applicants are thanked for their interest; however, only those who are selected for an interview will be contacted.

*The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity. The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. If you require any accommodation to support submitting your application or navigating the process, please reach out to Karen Outerleys (email above).*

**For more information on the Town of Wolfville visit our website at [www.wolfville.ca](http://www.wolfville.ca)**