



Position:	Manager of Infrastructure and Capital Projects
Department:	Public Works
Reports to:	Director of Public Works
Position type:	Full Time, Permanent
Work location:	Administration Building – High River

Position Overview

The Manager of Infrastructure and Capital Projects is a hands-on working manager responsible for planning, developing and delivering major Public Works infrastructure and capital projects. The position supports the Director of Public Works by actively completing long-range infrastructure and capital planning, developing funding strategies, managing consultants and contractors, and carrying projects from initiation through completion.

The Manager is responsible for building and carrying out the Public Works asset-management function, including the County's road network, bridge program, gravel resources and pits, dam-related administration and other assigned infrastructure programs. As a working manager, the position gathers and reviews asset information, develops plans and recommendations, coordinates required work, establishes priorities and implements practical asset-management processes. This work will support infrastructure decisions using reliable information, defined service levels, lifecycle planning, risk assessment and long-term financial considerations.

The Manager must have strong experience in development review, municipal servicing, infrastructure planning and the development approval process, including planning requirements, application timelines and Public Works' role in supporting Planning and Development. As a working manager, the position sets priorities, balances workloads and provides direct technical support during periods of high workload, complex or time-sensitive applications, staff absences or other operational pressures. The Manager must be capable of completing technical reviews, developing recommended conditions of approval, participating in public hearings and providing clear advice to Administration and Council when required.

Key Duties and Responsibilities

Leadership and Infrastructure Planning

- Actively lead and complete Public Works infrastructure and capital planning, and provide the Director with clear advice on priorities, risks, funding requirements and recommended actions.
- Prepare, maintain and implement long-range infrastructure plans and multi-year capital programs approved service levels and available funding.
- Review available information, identify emerging infrastructure needs, capacity constraints and asset risks, and prepare practical recommendations and follow-up actions.

- Work directly with Public Works divisions and Planning, Finance and other County departments to coordinate infrastructure priorities and complete required planning and project work.
- Prepare business cases, options analyses, project charters, cost estimates and recommendations for significant infrastructure initiatives.
- Prepare strategic advice, briefing materials, Council reports and presentations for the Director relating to infrastructure and capital projects.

Capital Project and Program Delivery

- Personally manage assigned Public Works capital projects from planning and approval through design, procurement, construction, commissioning and close-out.
- Develop project scopes, objectives, budgets, schedules, procurement strategies, risk controls and reporting requirements, and complete the day-to-day follow-up needed to keep projects moving.
- Prepare procurement documents and directly manage engineering consultants, contractors and other professional service providers in accordance with County requirements.
- Track project scope, schedule, budget, quality, risk, change orders and claims; review consultant and contractor work; resolve day-to-day issues; and take timely corrective action.
- Ensure appropriate technical reviews, approvals, permits, land requirements, stakeholder consultation and utility coordination are incorporated into project delivery.
- Prepare regular project status reports and promptly bring significant financial, schedule, contractual, technical or reputational risks to the Director.
- Coordinate project completion, commissioning, record drawings, warranties, deficiency correction, asset information and operational handover.
- Develop and use consistent project-management practices, templates, controls and lessons-learned processes for Public Works capital projects.

Infrastructure Programs and Asset Management

- Administer the County bridge program, including managing the contracted bridge-inspection firm, reviewing inspection findings and recommendations, maintaining required records, coordinating follow-up work, planning and prioritizing maintenance, rehabilitation, replacement and funding needs.
- Complete and maintain long-range gravel resource planning, including gravel supply forecasting, pit development priorities, permitting, approvals, operating considerations and reclamation planning.
- Manage the administrative and capital-planning aspects of County dams, including approvals, coordination of qualified inspectors and consultants, maintenance planning, records and risk follow-up. The Manager will review findings and ensure required actions are assigned and completed.
- Develop, implement and continuously improve a practical Public Works asset-management program aligned with County priorities and available resources.
- Build and maintain asset inventories, condition information, inspection records, lifecycle data and other information required to support defensible infrastructure decisions, with specific responsibility for incorporating the County road network into the program.
- Work directly with Public Works managers, Finance, GIS and other departments to establish service levels, review asset risks, forecast lifecycle needs and prepare prioritized maintenance, rehabilitation and replacement programs.

- Prepare and regularly update asset-management plans, reports, capital forecasts and recommendations that connect road, bridge and other infrastructure condition, risk and service levels with operating and capital decisions.

Technical Leadership, Development Interface and Stakeholders

- Act as a working manager to the Infrastructure and Capital Projects Department by setting clear priorities, providing coaching and performance management, removing barriers and directly completing development-review or technical work when workloads, complexity, timelines or staff absences require additional support.
- Set priorities, actively monitor planning and development deadlines, balance workloads and service expectations for the Department, and ensure time-sensitive assignments are completed.
- Review and help resolve complex, contentious, time-sensitive or escalated development, subdivision, planning, engineering, servicing and infrastructure matters.
- Work with the Technical Lead to ensure detailed development reviews, engineering comments, servicing requirements and recommended conditions of approval are complete, practical, consistent and provided within applicable planning timelines.
- Provide technical review and operational coverage for the Technical Lead during absences and periods of high workload, including completing application reviews, coordinating comments and responding to Planning and Development within required timelines.
- Attend public hearings, Council meetings and other development-related meetings as required, and provide clear advice on infrastructure, transportation, servicing requirements and recommended conditions for Council's consideration.
- Represent Public Works in significant discussions and negotiations with developers, consultants, contractors, government agencies, regional partners and other stakeholders.
- Attend Council, committee, public, developer and intermunicipal meetings and present infrastructure or capital project matters when requested.
- Coordinate preparation and updating of infrastructure-related design standards, policies, procedures, agreements, bylaws and technical guidelines.
- Ensure project and program activities comply with applicable legislation, approvals, engineering requirements, County policies and occupational health and safety requirements.
- Perform other related duties and undertake special projects as assigned.

Qualifications, Education and Experience

- Post-secondary education in civil engineering, civil engineering technology, construction management, project management or a related field is required.
- Professional Engineer (P.Eng.) registered or eligible for registration with the Association of Professional Engineers and Geoscientists of Alberta (APEGA); or Certified Engineering Technologist (C.E.T.) or Professional Technologist (P. Tech.) (Engineering) registered or eligible for registration with the Association of Science and Engineering Technology Professionals of Alberta (ASET).
- A minimum of seven years of progressively responsible experience in municipal infrastructure, civil engineering, construction or capital project delivery is preferred.
- Project Management Professional (PMP) designation is considered a significant asset.
- Valid Class 5 Alberta driver's licence with an acceptable driving record is required.

- Demonstrated experience leading infrastructure or capital projects through planning, design, procurement, construction and close-out is required.
- Demonstrated leadership or supervisory experience involving technical staff, consultants, contractors or multidisciplinary project teams is required.
- Significant experience with municipal development review, subdivision and planning processes, servicing requirements, development conditions and technical recommendations is required. Experience with municipal road networks, road-condition information and lifecycle planning, bridges, gravel resources, dams, infrastructure asset management, approvals and public-sector procurement is considered an asset.
- Experience preparing reports and presenting technical, financial or project matters to senior management, Council or public bodies is considered an asset.
- Other relevant project-management, contract-administration, asset-management or public works certifications are considered assets.

Skills Required

- Strong knowledge of municipal infrastructure planning, design, construction, project delivery and asset-management principles, including asset inventories, condition assessment, levels of service, lifecycle planning, risk and investment prioritization.
- Demonstrated ability to manage project scope, budget, schedule, risk, procurement, contracts, consultants and contractors.
- Ability to understand and evaluate technical information, engineering reports, drawings, estimates, approvals and construction issues within the limits of professional authorization.
- Strong practical and strategic thinking, judgement, decision-making, negotiation and hands-on problem-solving skills.
- Demonstrated working-manager approach, with strong leadership, coaching, workload-management and team-building skills and a willingness to complete detailed work directly when required.
- Excellent written, oral and presentation skills, including the ability to explain technical and financial matters clearly to Council, senior management, staff and stakeholders.
- Ability to build effective relationships with operational departments, developers, consultants, contractors, regulators, regional partners and the public.
- Strong knowledge of municipal governance, budgeting, procurement, contracts, approvals and regulatory processes.
- Proficiency with Microsoft Office and experience with project-management, asset-management, GIS, records or financial systems.

Working Conditions and Physical Demands

- Prolonged sitting, frequent computer and phone use, walking, standing, sometimes on uneven terrain, lifting, carrying up to 20lbs., bending, kneeling, exposure to varying weather conditions and driving to different locations.