



EMPLOYMENT OPPORTUNITY

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Capital Projects/Bridge File Supervisor (Full-Time, Permanent)

Lamont County is a great place to work!

Lamont County is located less than 45 minutes east of Edmonton and is part of Alberta's Industrial Heartland. With a population of approx. 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region.

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

We offer exciting and challenging job opportunities focused on delivering and supporting high-quality programs and services to our residents.

Lamont County is seeking an experienced and highly motivated individual to join our team. Reporting to the Director of Public Works, the *Capital Projects/Bridge Files Supervisor* is responsible for planning, overseeing, and implementing and administering Capital Project, Bridge Files and Public Works procurement.

This position is responsible to plan, coordinate, and assist in the management of capital planning and the delivery of capital and operating projects involving (but not limited to) roads, bridges, buildings, utility servicing, and surface drainage, duties as follows:

- Assist in the management and supervision of consultants, outside contractors and/or municipality staff on Capital Projects and/or internal municipal projects.
- Discuss priorities and schedules with Public Works management team.
- Recommend procedures to achieve goals while considering government standards and policies.
- Establish and maintain clear communication within all municipal departments.
- Accomplish deadlines while working effectively under public pressure.
- Provide positive leadership and guidance to contractors, consultants, and municipal staff.
- Participate in capital and operating project development, project identification, technical project management, risk analysis, and technical administration.
- Assist in developing a capital plan and the delivery and management of capital projects with the assistance of contractors and engineering consultants.
- Participate in the development of preliminary cost estimates for potential or desirable future works to facilitate consideration for approval and prioritization.
- Participate in the development of terms of reference for required consultant services including soliciting and evaluating proposals with a recommendation for consultant activities.
- Assist in the scheduling, coordinating and preparation of tender documentation.
- Assist in the scheduling and arrangements for preliminary survey designs, engineering, construction activities, and necessary land acquisitions to facilitate timely implementation of approved capital and/or internal operating projects.
- Participate in the management and coordination of contract supervision, cost control, and where required, measurement and quantity verification for contractor payment.
- Ability to consult and coordinate with other supervisory staff to establish and monitor the number and types of equipment required to provide optimum delivery of capital or operating projects.

- Assist in the management and coordination of the municipal health and safety program as it pertains to municipality staff.
- Ability to address projects strategically.
- Assist in the preparation and presentation of required Requests for Decision (RFD)s at Council meetings.
- Report issues and/or concerns and provide possible alternatives for corrective action.
- Perform other related duties within the scope of the position as required.

Capital Project/Bridge File management and delivery:

- RFP or ITT production.
- Evaluating proposals and bids.
- Assisting with contract negotiations for consultants and contractors.
- Contract preparation.
- Reviewing and commenting on design drawings through to IFC.
- Liaison in acquiring necessary approvals (e.g., AEMA, CN, CP, AEP, NAV Canada, etc.).
- Manages project documentation of all capital projects and drawings.
- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project.
- Project controls: project cost estimating, planning/scheduling, project benchmarking, effective cost control/forecasting, effective project progress control, contracting/procurement-plans, cash flow management and financial status of the project.
- Approving Consultant invoicing.
- Approving CCC's and FAC's.
- STIP Grant funding knowledge.
- BIM's (Inspection).
- Bridge Culvert/Bridge Structure Experience.

QUALIFICATIONS AND REQUIREMENTS:

- Mid-level Technologist/Engineer: with designation or capable of acquiring, P.Eng. or P.L.(Eng.), or with designation or capable of acquiring, C.E.T or PTECH.
- 8+ years in consulting and/or municipal government background.
- Proficient computer skills, specifically in Microsoft Office applications.
- Demonstrated ability to effectively supervise and provide positive leadership to staff.
- Maintain courteous relations with rate payers, agencies, contractors, Council.
- Working after hours and emergency callouts required from time to time.

As the ideal candidate, you have the following:

- Demonstrated skills and the ability to balance multiple priorities to bring projects to completion using sound judgement and initiative.
- Exceptional communication and professional relationship building skills, demonstrating tact and diplomacy to establish trust and credibility building strong and successful working relationships with both internal and external stakeholders.
- Strong computer skills including but not limited to, Microsoft Office 365 Suite, AutoCAD, budget, and other software programs. Experience with Cityworks would be an asset.
- Extensive knowledge of provincial policies and federal regulations for municipal infrastructure.
- Awareness of political sensitivities, excellent negotiation, facilitation, and conflict resolution skills.
- Practical knowledge and understanding of Municipal policies, procedures, and processes as well as a working knowledge of roads, drainage and parks infrastructure maintenance and construction management.
- Ability to mediate and problem solve multifaceted situations.
- Preference will be given to candidates who have experience with municipal government
- Demonstrated experience supervising municipal infrastructure construction is required for this role.

- Ability to communicate effectively, both verbal and written at multiple levels of an organization.
- Effective people management skills required for this role.
- Must have a valid driver's license.
- Experience with Site Safety management is considered an asset.

Lamont County is committed to protecting the health and safety of its employees, all personnel are governed by the County's Health & Safety Program. A clean driver's abstract and criminal record check are requested as a pre-condition upon employment.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We have a defined benefit pension plan, a competitive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays), and a friendly team environment that allows work from home when practical.

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

Lamont County thanks all applicants for their interest. However, only those who have been selected for an interview will be contacted. All resumes are retained on file for a period of six months.

Please forward your application in one of the following ways:

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca/careers