

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Manager

Current Class

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks/Capital Infra Development & Implementation

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Team Lead, PMD

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Project Management and Delivery (PMD) Team Lead, the Project Manager (PM) oversees and conducts day-to-day management and implementation of capital projects within scope, on budget and on schedule. These project management services include project initiation through contracting, construction, and closeout on numerous projects of varying size, cost, and complexity under their portfolio.

The PM is responsible for the successful delivery of multi-year projects as identified on the Capital Project Master List (CPML) on Crown land (in parks and on public land) to ensure facilities and infrastructure is safe, reliable and appropriate for visitors. PMs are accountable for delivering a portfolio of projects which vary in complexity based on level of technical requirements, stakeholder engagement, regulatory approvals, public interest, and/or political sensitivity. Projects range in value from approximately \$50K to \$5M and encompass disciplines such as: civil, water, wastewater, structural, architectural, landscape architecture, mechanical, electrical, etc.

The work of the Capital Infrastructure Development and Implementation (CIDI) program directly impacts visitor experience for outdoor recreation activities and the natural environment in our parks and public lands. The focus is to enable efficient and operational infrastructure through capital investment to repair, refurbish, upgrade, replace or develop new infrastructure and assets, such as day use area, campgrounds, shower buildings, check-in buildings, shelters, washrooms, trails, water and wastewater systems, roads, trails, bridges, utilities, specialized facilities, and others to support outdoor recreation in parks and on public land.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Successfully deliver assigned capital projects, which is achieved by:

- Managing the planning, execution, control, close-out and handover of assigned capital projects within approved scope, budget, and schedule, while mitigating a range of risks at all phases of the implementation lifecycle.
- Identifying all necessary resources required to deliver the project, including the necessary stakeholders for the project team, developing project execution strategy, project schedule, budget and expenditure forecast, procurement methodology, communications approach, etc.
- Managing project expenditures through all stages of project implementation to ensure maximum value within approved budget including cost controls measures related to performance measures and monitoring, variance tracking and budget forecasting for each fiscal year of the project's duration.
- Lead procurement of consultants and contractors, including leading bid or proposal evaluations.
- Identifying, involving and collaborating with all internal and external stakeholders as required.

Establish project scope and delivery parameters to meet requirements of Ministry and Government standards and guidelines, which is achieved by:

- Initiating and directing the development of detailed site/infrastructure analysis and feasibility studies to evaluate alternative solutions, as required.
- Initiating and directing the preparation of functional programming needs in consultation with stakeholders, and as required the Capital Planner.
- Collaborating and working closely with clients and stakeholders to accurately assess project and program delivery requirements and scope.
- Developing detailed Communications Strategy, Notification Plan and Briefing Notes for high-profile projects.
- Developing and evaluate alternative project solutions, options and related costs.
- Managing project expenditures and budget management through all stages of project implementation to ensure maximum value within approved budget.
- Establishing and maintaining cost control measures including performance measures and monitoring, variance tracking and forecasting.
- Working with internal and/or external stakeholders to control design process and ensure progress along efficient timelines. Ensure design aligns with Ministry design principles and best practices.
- Establishing the project critical path and ensuring consultants/contractors provide deliverables as scheduled.
- Directing resources and activities to meet project deadlines including technical and cost management services.

Manage processes for design, tender, construction and commissioning processes for assigned projects by:

- Directing consultants to ensure quality control of deliverables, such as building system startup/ verification reports, design reports and contract documents, and ensuring completeness and compliance with ministry standards and guidelines, and code requirements.
- Determining the need and scheduling reviews by in-house technical staff or external consultants.
- Determining the appropriate project delivery and tender process and evaluating construction bids to determine award of construction contracts.
- Monitoring the construction/client turn-over/commissioning processes to ensure quality of construction, compliance with specifications and achievement of established milestones and overall schedule.
- Working with the required stakeholders to manage expectations of clients and meet approval deadlines.

Support senior ministry officials, Executive Directors, Directors and/or clients are in decision-making and achieving branch and department goals. This is achieved by:

- Maintaining current project scope, cost and schedule information and reporting project status.
- Developing Ministerial briefings and correspondence on project-related issues.
- Responding promptly to project-related inquiries from senior management

Problem Solving

Typical problems solved:

This position requires the Project Manager to be focused, detailed, adept and agile as there are many moving parts to keep multiple a capital project on schedule, on budget, on scope, while managing the various risks encountered at in each phase of the project.

The Project Manager plans and manages activities and resources to effectively deliver on multiple projects at one time within scope, schedule, and budget constraints and in compliance with relevant legislation, regulation, policies, standards and guidelines. The Project Manager is required to ensure that facilities meet the needs of the program divisions to the deliver government programs and initiatives. The work undertaken impacts the users of the built infrastructure and facilities including the public, government employees, private sector leaseholders. This work also impacts the natural landscape, ecosystems, and wildlife.

Project challenges are often unique and complex, requiring extensive planning and creative solutions. Projects that the Project Manager are assigned typically have low to medium political sensitivity and must be managed in a manner that ensures quality, cost effectiveness and value for taxpayer investment. The Project Manager is expected to demonstrate a pro-active approach in alerting the Team Lead and CIDI Leadership, to potential issues and developing recommendations to meet the identified challenges and communication strategies. The position must also keep abreast of new technologies in design, construction and operations in order to ensure that clients and stakeholders are provided with the best solutions within the funding allocated to a project.

Types of guidance available for problem solving:

The Project Manager has access to assistance and direction from the PMD Team Lead and Manager, PMD within the branch for technical, legislation, and general unique capital project problem solving encountered in the Crown land capital program (e.g., stakeholder disagreements, avalanche or rock fall considerations, specialized infrastructure, regulatory approvals, etc.)

The Manager, PMD and CIDI Director along with other senior staff are available to provide support when dealing with politically sensitive projects or issues with the potential for very significant impacts on visitors, public, stakeholders, and the environment.

Direct or indirect impacts of decisions:

This position works with multiple internal stakeholders from Parks and Lands division within the ministry of Forestry and Parks. These stakeholders include: regional infrastructure and maintenance staff, park area managers, regional directors, senior park planners, recreation management specialists, human wildlife staff, ecologists, enforcement staff, public safety teams, visitor experience staff, trails crews, etc. The PM collaborates and works with these stakeholders to establish project solutions that balance or consider multiple project considerations and factors and achievable outcomes. These very important stakeholders require project updates and notification regularly and are required to be included in the coordination and delivery of capital projects.

Key Relationships

Major stakeholders and purpose of interactions:

Public, community group's, leaseholders, other government agencies (Fisheries and Oceans Canada) and adjacent landowners (including Parks Canada) for the purpose of consultation on proposed infrastructure solutions and strategies, as well as coordination and delivery of major construction.

Other Alberta government agencies such as Alberta Transportation and Economic Corridor, Alberta Environment and

Protected Areas, Aboriginal Consultation Office for regulatory approvals and guidance.

Senior Project Manager is accountable for communication to various stakeholders at various stages and levels and providing updates throughout the duration of the project.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering	Science	PEng

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- University graduation in a field related to the position assignment (e.g. Engineering).
- **Four** years of directly related experience.
- Basic Procurement knowledge. Knowledge/experience with applicable trade agreements, Basic Master specifications, Request for Proposals.
- A minimum of 4 years direct experience managing construction projects with a diversification of disciplines
- Experience working with various stakeholders, user groups, and/or committees.
- Construction Contract Administrator Certification or Project Management Certification.
- Project management experience with the planning, design, construction and commissioning of facilities.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	☐	☐	☐	☒	☐	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	
Drive for Results	☐	☐	☐	☒	☐	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex	

		factors and aligns solutions with broader organization mission	
Agility	☐ ☐ ☒ ☐ ☐	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	
Develop Networks	☐ ☐ ☒ ☐ ☐	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature