



Job Title: Project Manager, Northern Engineering
Organizational Unit: Northern Engineering
Division: Operations and Engineering
Location: Prince Albert

Short Description

Reporting to the Manager, Northern Engineering, an employee in this job will manage water and sewer capital projects and provide operation and maintenance technical advice to the communities of northern Saskatchewan.

Job Duties

Manages multiple water and sewer projects in northern communities on behalf of the community and the Northern Municipal Trust Account Board (NMTAMB). Manages subdivision development projects through the Northern Residential Subdivision Development program on behalf of the community and the NMTAMB. Project management duties include:

- Analysis of the water and sewer infrastructure to determine the needs of the communities related to the water and sewer infrastructure;
- Defining the project objective and the scope of the project and preparing project terms of reference;
- Preparing and negotiating the Consulting Agreement with the consultants and legal surveyors and making recommendations on the approval of the Consulting Agreement;
- Providing direction on the process required for subdivision development including advice on development bylaw amendments and the subdivision application;
- Liaising with Community Planning and legal surveyors regarding the subdivision of land for residential developments and to obtain necessary approvals for the projects;
- Managing the process to obtain the required land control agreements and regulatory permits;
- Liaising with regulatory bodies regarding the status of water and sewer projects and obtaining necessary approvals to construct and operate the systems;
- Providing direction to contractors performing the work;
- Managing project budgets and schedule and advising NMTAMB on status of budgets and cash flow requirements to ensure adequate funding for projects; and
- Agreement and contract administration.

Manages and directs the work of multiple consultants working on various projects. Reviews the work of consultants at key stages of the project including designs, technical documents and reports, material and construction specifications, drawings and provides feedback to ensure sound engineering judgment and practice. Reviews consultant invoices, progress certificates, and makes recommendation for payment.

Liaises with officials of northern communities regarding project status in the form of written correspondence, project meetings, and verbal presentation. Chairs project team meetings which include representation from the community, consultant, and contractors. Prepares and distributes minutes of the meetings.

Provides technical water and sewer operation and maintenance advice to northern communities and NMTAMB with regards to emergency and non-emergency situations. This includes:

- Investigating water and sewer related emergencies, evaluating alternatives, formulating and implementing the plan of action to effectively deal with the emergency; and

- Providing recommendation to NMTAMB regarding emergency funding.

Prepares technical reports, and performs field investigations, water sampling, inspections, design, survey, and prepare project budgets. Participates in determining the overall state of the infrastructure in northern communities and makes recommendations and prioritizes improvements to the community and NMTAMB.

Prepares tender documents and specifications and distributes to contractors to bid on the completion of work. Recommends the award of the tender to the community and NMTAMB.

Oversees contractors on the completion of work including contract administration, progress payments, deficiencies, and final inspection and payment.

Researches new and existing methodologies related to water and sewer treatment, distribution and collection in order to stay abreast of current practices and expand technical knowledge.

Qualifications

- Bachelor of Science Degree in Civil Engineering or directly related field.
- P. Eng. (License to practice professional engineering from the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)).
- Six years of progressively responsible related experience in Municipal Engineering including:
 - Project Management
 - Construction Management
 - Engineering Practice

Where the minimum educational requirement is not met, an equivalent combination of training, knowledge and experience will be considered.

Special Requirements: The position requires the incumbent to undergo a Criminal Record Check.

A valid Saskatchewan driver's licence is required.

Application Deadline

August 15, 2017

To Apply

Please indicate where you learned of this opportunity and send a resume and cover letter to:

SaskWater
Human Resources
200 - 111 Fairford Street East
Moose Jaw, Saskatchewan S6H 1C8
Fax: (306) 694-3207
Email: hr@saskwater.com

SaskWater offers competitive wages and an attractive benefits package. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

SaskWater values workplace diversity and is committed to maintaining an inclusive and respectful workplace.

