



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Job Description

Job Title	Capital Projects Manager
Department	Finance
Classification	Management (Exempt)
Status	Permanent, Full-Time
Issued	October 2026

Job Description

POSITION SUMMARY:

Reporting to the Chief Financial Officer (CFO), the Capital Projects Manager (CPM) is responsible for the planning, coordination, and execution of capital infrastructure projects across the Alberni-Clayoquot Regional District (ACRD). The CPM oversees the delivery of capital projects in a safe, efficient, and cost-effective manner, ensuring alignment with strategic priorities and regulatory requirements. This position plays a key role in ensuring that capital projects are delivered on time, within budget, and in compliance with applicable regulations and standards and is actively fostering collaborative relationships across the organization. The CPM provides leadership in project management, procurement, contract administration, and stakeholder engagement, while supporting the CFO in long-term capital planning and asset management initiatives.

DUTIES AND RESPONSIBILITIES:

Project Management

- Leads the planning, design, procurement, and construction of capital projects from initiation through to completion and close-out.
- Develops and manages project scopes, budgets, schedules, and risk mitigation strategies.
- Coordinates with consultants, contractors, regulatory agencies, internal departments and First Nation governments to ensure project success.
- Oversee project reporting, documentation, and compliance with applicable legislation, bylaws, and safety standards.
- Ensures that projects located on or near First Nations lands are developed in consultation with affected communities and reflect cultural, environmental, and historical considerations.
- Supports the CFO in the development of long-range capital plans and asset management strategies.

Procurement & Contract Administration

- Provides guidance and recommendations related to procurement processes for capital projects, including RFPs, RFQs, and tendering.
- Administers contracts and ensures compliance with terms, deliverables, and performance standards.

- Works closely with the finance department to ensure accurate tracking of capital expenditures and financial reporting.

Supervisory

- Provides leadership and direction to project teams, consultants, and contractors.
- Ensures effective communication and maintains respectful, collaborative relationships with First Nations, Municipal, other levels of governments to support successful project delivery and reconciliation objectives. Fosters collaboration among project stakeholders and First Nations partners.
- Responsible for effective employee performance and sound labour relations and discipline. Interprets and upholds the conditions of the Collective Agreement and all applicable employment standards and Occupational Health and Safety policies, regulations, and programs.

Administrative

- Assists in the development and implementation of policies, procedures, and best practices related to capital project delivery.
- Maintains up-to-date knowledge of relevant legislation, building codes, and industry standards including those related to indigenous consultation and engagement.
- Prepares reports and presentations for the Board, staff, external agencies, and the public on all matters related to capital project services.
- Supports the identification, application, administration, and reporting of grant funding opportunities related to capital infrastructure projects.
- Assists in the Regional District's asset management program, including lifecycle planning and infrastructure replacement strategies.

General

- Ensures exceptional customer service and compliance with regulations and standards.
- Participates as a member of the Regional District's Emergency program, including planning, preparedness, response coordination and recovery support.
- Incorporates the integration of emergency management principles into capital project planning and implementation, including considerations related to climate adaptation, infrastructure resilience, hazard mitigation, and continuity of operations.
- Provides technical assistance for ACRD projects.
- Performs other related duties.

KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE

- 5 or more years of experience managing capital or infrastructure projects, preferably in a local government or public sector environment.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism.
- Proven skills in supervision, organization, work planning, problem solving, contract administration and project management.
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders.

- Excellent analytical, organizational, time management, problem solving and decision- making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.
- Demonstrates an ability to implement cross-departmental programs, policies, and procedures in a diverse organizational setting.
- Experience working with or alongside First Nations communities on infrastructure or development projects is a strong asset
- Knowledge of procurement, contract law, and construction management practices.
- Thorough knowledge of the *Local Government Act* and *Community Charter*.
- Excellent public relations and customer service skills.

EDUCATION, TRAINING, CERTIFICATION & LICENCES

- A post-secondary degree in Engineering, Architecture, Construction Management, or a related field.
- Project Management Professional (PMP) certification or equivalent.
- Training or coursework in Indigenous relations, cultural safety, or reconciliation is considered an asset.
- Advanced computer skills and proficiency with software including Microsoft Office Suite, and project management software and tools (e.g., MS Project, Procore).
- Valid BC Class 5 Drivers License.
- Satisfactory criminal record check.