



**City of Portage la Prairie
P3 Project Manager
Full-time
2-year term with possibility of extension**

Under general direction of the City Manager, the Project Manager is responsible for the administration of the procurement process for the Water Pollution Control Facility upgrading and operation as a DBFOM through a Public Private Partnership; including stakeholder relationship management, financial oversight and coordination of project activities related to the City Operations. This position is the City's liaison with the Project Advisory Team and funding partners.

DUTIES:

- With assistance from City Administration, leads the development of the RFP for procurement of Project Technical Advisor, evaluates proposal submissions and prepares recommendation for contract award.
- Assists Technical Advisor in the development of RFPs for additional procurement of advisors, evaluates proposals for selection, prepares recommendation documents for contract award.
- Manages inter-governmental funding agreements: reporting and ensuring adherence to funding agreement terms to ensure receipt of funding. (e.g. Public-Private Partnerships (PPP) Canada funding)
- City liaison with provincial and federal regulatory bodies to maintain good working relationships.
- Attends meetings with provincial funding representatives, Industrial Partners, Project Advisory Team, City Administration, and others.
- Co-ordinates and reports on required consultation activities as required by funding agencies.
- Negotiates and manages the contract for services ensuring industrial service level agreements are met.
- Ensures that there is timely and accurate forecasting and ongoing analysis of the budget and expenditures.
- Monitors and reports on timelines.
- Reviews, measures, and evaluates proposals with appropriate City staff and project advisors related to procurement and construction during the RFQ and RFP stages.
- Prepare complex correspondence, accountability reports and other documents for the Director, City Manager, Steering/Governance Committees, City Council, the public, and other stakeholders.
- Assists with transition of City resources including staff, fleet, equipment, and pre-existing contracts
- Coordinates project activities related to City Operations.

DESIRED SKILLS:

- Knowledge of core management practices including public-private partnership procurement delivery models, budgeting, project management and performance measurement.

- Knowledge of provincial and federal wastewater regulations as well as related health and environmental regulations
- Knowledge of a technical and professional nature in the specific area related to wastewater processes, policies, regulations, procedures and must have the ability to apply that knowledge to define and develop practical solutions
- Demonstrated communications skills to lead and/or facilitate groups of stakeholders, City Administration, other levels of government to present complex and challenging content/issues.
- Ability to speak to media about the project
- Demonstrated ability to prepare and present project documentation, including but not limited to Council recommendations and summarization of activities, financial updates, meeting minutes through Word Processing, PowerPoint, Excel formats.

EDUCATION AND EXPERIENCE: The ideal candidate will have a post-secondary degree or diploma in Engineering and 5 years of project management experience in areas of contract administration, procurement, planning and design. Basic knowledge of Wastewater Treatment systems, accounting principles, municipal decision-making and public-private partnerships would be considered an asset.

SALARY: This position offers a competitive salary range and benefit package.

The selection committee intends to review applications as early as October 25th, 2019; however, applications may continue to be accepted until the right candidate is found. Send your resumes complete with a cover letter and salary expectation by email to HR@city-plap.com.

We thank all applicants for applying; however, only those being considered for an interview will be contacted.