



[www.civida.ca](http://www.civida.ca)

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

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10232 112 Street NW

Edmonton, AB T5K 1M4

## JOB POSTING

**Position: Manager, Infrastructure Planning**

**Location: Edmonton**

**Term: Full-time, Permanent**

At **Civida**, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4,500 social housing rental units and over 700 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit [Civida](http://Civida) for more information.

We are currently looking for a **Manager of Infrastructure Planning** to join our team. This role provides leadership to successfully plan, implement, and execute efficiently and effectively on the delivery of property development initiatives. The Manager of Infrastructure Planning leads the planning, development, and implementation of the infrastructure program in support of the vision of the organization and in alignment with the Strategic Plan. This Manager provides project management oversight for the organization's project programs, inclusive of building renovation/refurbishment and upgrades to existing capital infrastructure.

The Manager collaborates extensively with a broad range of internal and external stakeholders, including government, granting agencies, tenants, procurement, operations, health, and safety. Additionally, this position engages the services and assumes an active oversight of design and construction professionals with the intended objective to develop and deliver projects effectively, efficiently, and safely while meeting all established performance targets.

### **Key Responsibilities:**

- Provide oversight, coordination, and expertise in contract negotiations, project design, project delivery, and project implementation for infrastructure revitalization.
- Lead new and innovative projects providing project leadership, subject matter expertise, and input.
- Accountable for the coordination of the project design, planning and implementation, procurement of contract services, cost estimating, budgeting, cost control, change management, scheduling, risk management and mitigation, safety and regulatory compliance and effective communications with stakeholders, external contractors and consultants, regulatory agencies, and internal team members.
- Take a lead role in the approval process with consultants and regulatory authorities.



Life starts with a home.



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- Coordinate consultants, contractors, and business partners (including government) to obtain approvals of planning and construction.
- Plan, direct and oversee the development and delivery of new affordable housing projects, including those of outside organizations, from inception to completion.
- Prepare a project charter and project plan defining the scope of work, budget, schedule, and a proposed methodology for delivering the project. The project plan shall include processes and considerations related to change management, insurance, audit provisioning contingencies management, risk management and project governance requirements. Responsible for revising the plan throughout the project life cycle to meet changing needs and priorities.
- Prepare scoping, monitor, and administer contracts with consultants and contractors.
- Review project design drawings and specifications for alignment with project objectives as well as industry standards, guidelines, and requirements.
- Develop, manage, and communicate stakeholder requirements to team members and other communications groups, both internal and external, and where required, to Government.
- Develop and manage all aspects of the program budget, including projects budgets, hard costs, soft costs, and contingencies. Ensure program budget aligns with the required scope for the infrastructure program and available, approved funding for the program through all program implementation stages.
- Develop and manage the strategic infrastructure program that prioritizes infrastructure renewals across the portfolio in a manner that enhances the tenants experience while optimizing the financial resources in an effective and efficient manner.
- Assess and evaluate the state of the current infrastructure by undertaking and maintaining the current state of the building condition assessments for each property on an annual basis.
- Develop a rolling Strategic Infrastructure Program to address deferred maintenance and renovation works. Develop and maintain a 1, 3, 5 and 10-year property management plan with a focus on reducing the deferred maintenance liabilities.
- Develop and implement methodologies for project delivery in collaboration with the Procurement Team and the Planning & Project Delivery Project Managers
- Establish and monitor deliverable schedules, considering impacts to various stakeholders, involved in the project to minimize conflicts and/or delays.



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- Participate in negotiation and agreements for acquisitions, joint ventures and other tools to achieve the organizations goals.
- Develop business cases to support funding applications.
- Oversee and monitor grant and operating agreements.
- Establish and recommend the program budget to the Director of Planning & Project Delivery
- Review, verify, and manage the budget at all implementation stages, working with the stakeholders to reconcile scope approvals and changes to budgets.
- Provide input and recommendations into the infrastructure implementation plan process, including the development, assessment and enhancement of project delivery processes and control to align with Civida and industry best practices.
- Manage and report on any special financial requirements such as unique government funding initiatives. This may include direct communication with the Government.

**Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):**

- **Post-secondary degree in Project Management, Construction Engineering Technology, Construction Management, Urban Planning, Engineering, Architecture, or related field with a minimum of five years project management experience.**
- In-depth knowledge of the Alberta Building Code, Fire Code and Occupational Health and Safety Regulations.
- Knowledge of Procurement practices and contract law.
- Extensive technical knowledge relating to residential construction, property maintenance, preventative maintenance, energy conservation and health and safety.
- Ability to estimate the costs of residential construction work.
- Excellent oral, written, and interpersonal communication skills; including presentation skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons, or facts.



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- Ability to work in a fast-paced environment using a number of skillsets including project management, communication, general construction knowledge and cost control.
- The position requires competent computer skills and experience using MS Office and Adobe Acrobat. Experience in Yardi is considered an asset.

### How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

**Send cover letter and resume to Human Resources email: [careers@civida.ca](mailto:careers@civida.ca)**

**Closing Date: November 17, 2023**

Competition #2365

A horizontal bar at the bottom of the page, divided into several colored segments: green, blue, yellow, purple, orange, purple, and red. The text 'Life starts with a home.' is written in white on the red segment.

Life starts with a home.