



Make working for
The City work for you.



Infrastructure Project Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.cityofcalgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Infrastructure project coordinator, you will ensure projects are efficiently planned and executed, aligning with business needs, and maintaining compliance with regulatory, safety, and environmental standards. In this position, you will also oversee project timelines, budgets, space planning, and parking optimization while collaborating with various teams to resolve infrastructure issues and manage risk. Primary duties include:

- Lead and coordinate infrastructure projects, including modifications and new construction, ensuring compliance with business, regulatory, environmental, and safety standards.
- Analyze and propose modifications for space requirements, coordinating with impacted parties to align with business unit needs.
- Collaborate with the facilities teams to address building-related issues, ensure timely resolution of service work orders, and maintain standards for maintenance and repairs.
- Respond to hazard reports, develop mitigation plans, and implement corrective and preventative measures while maintaining incident records.
- Communicate project status, issues, and milestones to interested and impacted parties, fostering a collaborative environment and ensuring alignment with business goals.
- Maintain detailed project documentation, prepare regular status reports, and ensure all projects comply with regulatory requirements and quality assurance standards.
- Coordinate budget requirements, track and monitor expenditures, conduct budget forecasting, and identify cost-saving opportunities for infrastructure projects.
- Participate in strategic planning sessions, advise on capital funding strategies, and support sustainable infrastructure growth, including leading parking space utilization studies and developing and implementing optimization strategies for staff and fleet vehicles.

Qualifications

- A completed 2 year diploma in Civil Engineering, Business Administration, Construction Management, Project Management, or related field with at least 5 years of experience in infrastructure planning or project management, leading complex, cross-functional projects in a fast-paced, dynamic and political environment. OR
- A degree in Business Administration, Civil Engineering, Urban Planning, Architecture, Construction Management or related field with at least 3 years of experience in infrastructure planning or project management, leading complex, cross-functional projects in a fast-paced, dynamic, and political environment.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending.
- Ability to obtain a City of Calgary operating permit.
- Experience working within a municipal or government setting is preferred.
- Familiarity with the 4-year budgeting and mid-cycle adjustment processes, as well as an understanding of municipal infrastructure planning and development processes, is preferred.
- Project Management Professional (PMP) Certification would be considered an asset.
- Success in this position requires excellent strategic, analytical and critical thinking skills, facilitation abilities, and creative problem-solving skills.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 12 \$45.53 - 60.86 per hour
(2024 Rates)
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Fleet and Inventory
Location: 655R 25 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: October 24, 2024
Job ID #: 310655

Apply online at www.cityofcalgary.ca/careers