



JOB DESCRIPTION

Job Title: Capital Program Manager **Position Number:** 95-22
Incumbent: Vacant **Effective Date:** July 2026
Employment Status: Permanent **Bargaining Unit:** Yes X No
Supervisor's Title: Director, Capital Projects **Department:** Engineering & Capital Projects
Subordinate Positions: Jr. Project Manager x 1

SUMMARY

Under the direction of the Director, Capital Projects, the Capital Program Manager is responsible for leading the planning, delivery, and oversight of Yukon Energy Corporation's capital program and major capital projects. This includes new asset development, capital expansions, asset replacements, and refurbishment projects, ensuring they are delivered safely, efficiently, and in alignment with corporate objectives, budgets, schedules, and quality standards.

The Capital Program Manager provides leadership and guidance to project teams, supports the continuous improvement of project management practices, and promotes consistent application of project governance, processes, and standards across the organization. The position also provides oversight of external project managers, consultants, and contractors acting on behalf of Yukon Energy.

Working closely with Engineering, Operations, Procurement, Finance, and external stakeholders, the Capital Program Manager manages project risks and opportunities, supports effective decision-making, and helps ensure the successful delivery of Yukon Energy's capital investment program.

DESCRIPTION

- Ensures compliance with all applicable legislation, regulations, industry standards, and Yukon Energy policies, procedures, and safety requirements.
- Provides day-to-day leadership, integration, and performance oversight of Yukon Energy's capital program, ensuring projects are aligned with corporate priorities and strategic objectives.
- Leads the establishment of Yukon Energy's Project Management Office (PMO) and the implementation and continuous improvement of the Project Management Framework, including governance processes, project delivery standards, tools, templates, and best practices, to support consistent project execution across the organization.
- Supports the Director, Capital Projects in establishing portfolio priorities, coordinating approved resource allocation, and overseeing departmental project delivery activities.
- Consolidates portfolio schedules, budgets, forecasts, performance metrics, and enterprise project risks to support informed decision-making and effective capital program delivery.
- Monitors the performance of the capital portfolio and assigned projects by proactively managing risks, issues, scope changes, budgets, schedules, quality, contract administration, and recommending corrective actions where required.
- Oversees the performance of external Project Managers, consultants, contractors, and other delivery resources engaged to deliver projects on behalf of Yukon Energy.



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- Leads the planning and delivery of assigned major capital projects and programs within delegated authority, ensuring achievement of approved scope, schedule, budget, quality, safety, and operational objectives.
- Develops and maintains project execution plans, including scope, schedule, budget, resources, procurement strategies, risk management, and project controls, and provides regular portfolio and project reporting to the Director, Vice President, and Senior Management Team.
- Fosters effective collaboration with internal departments, external stakeholders, regulators, consultants, contractors, and Indigenous governments.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

Education:

- Bachelor's degree in Engineering, Project Management, Construction Management, or a related discipline. An equivalent combination of education and experience may be considered.
- Project Management Professional (PMP) designation, or an equivalent recognized project management certification, is required.
- Professional Engineer (P.Eng.) designation and/or an Engineering degree is considered an asset.

Knowledge, Skills, Experience:

- Minimum 10 years of progressive project management experience delivering complex capital projects, preferably within the utility, energy, or infrastructure sectors.
- Demonstrated experience leading and supervising project management staff, including Project Managers, Project Coordinators, and multidisciplinary project teams.
- Knowledge of utility operations, asset management, and capital project delivery within a regulated environment is considered an asset.
- Strong knowledge of project management principles, methodologies, and governance practices, including demonstrated application of Project Management Institute (PMI) and best practices.
- Experience developing and managing project execution plans, scopes, schedules, budgets, risk registers, and project controls.
- Demonstrated experience overseeing consultants, contractors, and external project management resources, including contract administration and performance management.
- Experience planning and administering procurement processes, including preparation of RFI, RFQ, RFP, and tender documents, bid evaluations, and contract negotiations.
- Proficiency with Microsoft 365 applications, project management software, scheduling tools, and reporting systems, with the ability to develop and present portfolio-level project performance metrics, risks, budgets, schedules, and recommendations to senior management and executive leadership.

General Competencies:

- Demonstrates strong leadership, mentorship, and team-building abilities.
- Possesses excellent planning, organizational, analytical, and problem-solving skills.
- Builds effective relationships through strong interpersonal, negotiation, and collaboration skills.
- Communicates effectively with a diverse range of internal and external stakeholders and adapts communication to the audience.



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WORKING CONDITIONS

The majority of the work is done in an office environment. Periodic travel throughout the Yukon is required to support project delivery and stakeholder engagement, including visits to construction sites, generation facilities, substations, transmission infrastructure, and other project locations. Site visits may involve exposure to active construction activities, operating utility facilities, and varying northern weather conditions.