



## JOB DESCRIPTION

<b>Job Title:</b>	Director, Capital Projects		
<b>Incumbent:</b>		<b>Effective Date:</b>	November 2022
<b>Employment Status:</b>	Permanent	<b>Supervisor's Title:</b>	VP, Engineering and Capital Projects
<b>Department:</b>	Engineering & Capital Projects	<b>Position Number:</b>	95-21
<b>Subordinate Positions:</b>	Project Engineer Project Manager Capital Project Analyst	Manager, Civil Engineering & Projects Mechanical Coordinator Mechanical EIT	

### SUMMARY

The Director, Capital Projects is the lead for the Corporation's Project Management Office and is responsible for providing project management direction for capital projects. The incumbent will manage the end-to-end process from proposals, detailed design, tendering, construction to commissioning and have overall responsibility for successful program delivery. The Director, Capital Projects plays a key role in supporting the delivery of corporate goals, financial and business plans, and strategies to achieve the Corporate mandate and provides direct supervision to the capital program group.

### DESCRIPTION

1. Develops, implements and maintains the overall project management system and strategy and ensures they align and support the Corporation's asset management and financial systems.
2. Provides leadership to the project management team and allocates resources effectively across teams to ensure project delivery success.
3. Ensures that the overall capital program and all associated contracts are delivered successfully in alignment with technical, safety, contractual, and commercial standards policies and procedures.
4. Prepares and manages the department's annual budget and ensures that effective procedures are in place to monitor and control the expenditures.
5. Works with the procurement department to identify the appropriate contracting strategies and project team structure involving internal and external resources to effectively execute capital projects.
6. Oversees administrative management of various projects (budgets, amendments and schedules) and ensures appropriate reporting framework and metrics to monitor project performance against key KPIs (e.g. cost, timelines, quality etc.).

7. Leads strategy meetings and designs/executes a project delivery plan that mitigates risk while successfully incorporating multiple internal stakeholders (e.g. Project Management, Engineering, Finance, Operations) as well as engages with external stakeholders (e.g., sub-contracted services, material suppliers, construction contractors etc.).
8. Ensures appropriate controls and governance to ensure the highest standards of integrity, safety, quality and operational excellence.
9. Implements strategies to ensure smooth transition/handover between project phases.
10. Co-coordinates, in conjunction with the VP, Engineering and Capital Projects and the Manager, Asset Management, the systematic assessment of the Corporations assets, identifying asset retirement, replacement and refurbishment schedules, for incorporation into the capital planning process for the development of the multiyear capital plan.
11. Works with all teams to ensure that all areas of the project are set up and executed in full compliance with the requirements of the Health and Safety Management system.
12. Identifies opportunities for continuous improvement.
13. Maintains the confidentiality of all Corporate information.
14. Adheres to all Corporate policies, procedures and guidelines.

## **WORKING CONDITIONS**

Majority of the work is performed under normal office conditions with frequent internal and external meetings. Work pressures and demands require work outside of normal office hours. Occasional exposure to harsh environments, noise, odours, and electrical and mechanical hazards when visiting plants or work sites requiring the use of appropriate safety equipment. Some travel is required.

## **EDUCATION AND EXPERIENCE**

- Project Management Professional Certification (PMP) and/or Professional Engineering Designation, eligible for registration with Engineers Yukon. Progressive project management experience of 10 years or more, in the administration of increasingly significant projects. Preference for experience in an electrical utility.
- MBA or BBA would be considered an asset.
- Experience providing direct management of power utility technical teams.
- Experience providing leadership and direction in the design, implementation and management of technical policies, programs and standards.
- Extensive understanding of current project management and procurement trends as they relate to the electric utility industry.

- Excellent team building skills to direct project activities and work effectively with peer managers in achieving department and corporate objectives.
- Excellent interpersonal and motivational skills.
- Knowledge of administrative and financial planning procedures to coordinate activities and to develop, implement and monitor program plans, capital and operating budgets.
- Demonstrated skills in project management including budgeting, business process development, risk management and quality control.
- Ability to handle confrontational situations.
- Good analytical, investigative, and problem-solving skills.
- Able to lead and work effectively in a fast-paced and constantly evolving environment.

<b>KNOWLEDGE AND SKILLS</b>
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1. Support Creation of Vision and Strategy
  - Deploys a continuous improvement culture.
  - Engages others to identify improvement opportunities.
  - Contributes expertise and insight in transitioning improvement opportunities into the development of organizational strategies.
  - Communicates with clarity and conviction.
2. Mobilize People
  - Creates a sense of common purpose and direction within the area of responsibility and among colleagues.
  - Sets clear expectations, monitors and evaluates performance for direct reports.
  - Gives honest feedback, recognizes performance and manages non-performance.
  - Engages employees to gather ideas and input to build cohesive teams.
  - Sets challenging goals for self and models dedication and high performance.
3. Uphold Integrity and Respect
  - Values and provides authentic, evidence-based advice.
  - Hold self and the organization to the highest ethical and professional standards.
  - Implements practices to advance an inclusive organization, respectful of the diversity of people and their skills and free from harassment and discrimination.
  - Exemplifies impartial decision-making.
  - Engages in self-reflection and acts upon insights.
4. Collaborate with direct reports, peers and Sr Management
  - Builds and nurtures effective and collaborative networks and relationship with colleagues and stakeholders.
  - Engages others to support initiatives.
  - Actively listens to understand the impact of issues and perspective of others.
  - Implements strategies that enhance collaboration.
  - Acknowledges the contribution of others in achieving objectives.
5. Promote Innovation and Guide Change

- Ensures that employees apply sound risk management practices.
- Identifies opportunities for and barriers to innovation and proposes creative approaches.
- Implements practices to learn from setbacks and mistakes.
- Adapts plans and strategies to respond to the scope and pace of change.
- Demonstrates resilience, composure and a positive outlook.

#### 6. Achieve Results

- Aligns people, work and systems to achieve program and policy efficiencies and results.
- Quantifies, monitors and controls resources and costs.
- Sets and revises goals and plans to reflect changing priorities or conditions.
- Delegates responsibility and accountability to appropriate levels.
- Informs decision-making with sound understanding of context, data and evidence.
- Demonstrates and promotes stewardship of financial and organizational resources.
- Makes challenging decisions and takes action at the opportune time.
- Takes ownership and acknowledges impact and outcome of decisions.