

EXTERNAL JOB POSTING

Parks Project Manager

Department: Parks & Recreation

Status: Limited Term (6–12 months, subject to organizational demand)

Posting Date: Friday, May 8, 2026

Posting Number: 202604-04

Posting Type: External - Management Exempt

Wage: \$80,000 annually

Position Overview

- Reporting to the Manager of Parks and Recreation (or designate), the Parks Project Manager is a senior, hands-on leadership role responsible for shaping the natural and built environments of the North Island through sustainable, innovative, and community-driven design.
- This position leads the planning, design, and implementation of parks, trails, public spaces, and related infrastructure, drawing on the region's exceptional natural beauty to create places that reflect the area's values, culture, and identity.
- The Parks Project Manager holds direct supervisory authority over the Parks Supervisor and Parks Labourer, and provides direction to project contractors within the parks portfolio.
- This is a field-forward, office-supported role that operates within the Parks & Recreation department and works closely with the Manager of Parks and Recreation on all matters of capital planning, community engagement, and project delivery.

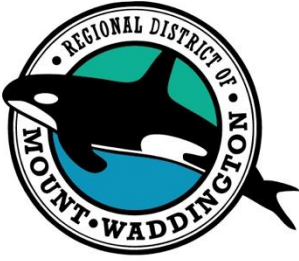
Key Responsibilities

Vision, Design & Community Engagement

- Develop a cohesive vision and brand for public spaces aligned with community values and regional goals.
- Lead inclusive community engagement processes, ensuring parks and recreation designs reflect local needs and character.
- Collaborate closely with Indigenous communities, government bodies, and local organizations on planning and project delivery.
- Design and deliver parks, trails, streetscapes, and visitor infrastructure using an in-house design-build approach to optimize timelines, budgets, and quality control.

Parks & Infrastructure Project Delivery

- Lead the planning, procurement, execution, and close-out of parks capital projects across trails, public spaces, streetscapes, and related infrastructure.
- Conduct site assessments and field inspections; direct project contractors; manage project timelines, milestones, and deliverables.



- Identify and inventory locally available materials, fabrication shops, and support services to develop a standardized suite of park features.
- Maintain accurate project documentation, reporting, and records in compliance with RDMW standards and funding requirements.
- Source and secure funding from municipal, provincial, and federal programs including UBCM, FCM, CleanBC, and related grant programs.

Board Reporting

- Prepare project evaluations, site assessments, and strategic recommendations for the Manager of Parks and Recreation to present to senior leadership and the RDMW Board of Directors.
- In the absence of the Manager of Parks and Recreation, present prepared reports and respond to Board inquiries on parks matters as directed.

People & Contractor Management

- Directly supervise the Parks Supervisor and Parks Labourer, providing day-to-day direction, performance support, and health and safety oversight.
- Assign tasks and oversee project scheduling and resource allocation within the parks workforce.
- Provide clear direction to project contractors, ensuring all work aligns with RDMW policy, safety standards, and regulatory requirements.
- Support recruitment, onboarding, and professional development of parks staff as directed by the Manager of Parks and Recreation or designate.

Financial & Contract Oversight

- Prepare project budgets and monitor expenditures against approved funding; escalate variances and recommend cost-control measures.
- Lead competitive procurement processes including tendering, evaluation, and contract award in compliance with RDMW purchasing policies.
- Manage contract performance and administer post-award compliance through to project close-out.

Policy, Compliance & Risk Management

- Ensure due diligence, regulatory compliance, and risk mitigation across all parks and infrastructure project activities.
- Contribute to the development and maintenance of operational policies, safe work procedures, and emergency response plans relevant to the parks portfolio.
- Monitor legislative and regulatory changes relevant to RDMW parks and infrastructure obligations.

Stakeholder & Community Engagement

- Respond to internal and public inquiries, service requests, and complaints related to parks professionally and in a timely manner.
- Engage respectfully with Indigenous communities, local commissions, and regional partners on matters related to parks and public space delivery.



- Represent the RDMW on parks-related committees and working groups as directed by the Manager of Parks and Recreation.

Working Conditions

- Frequent fieldwork, including site visits in variable weather and terrain conditions across the RDMW's remote and rural service area.
- Office-based tasks related to planning, design, reporting, and administration.
- Regular interaction with community members, RDMW board, Indigenous partners, contractors, and stakeholders.

Core Competencies

Accountability • Integrity • Professionalism • Collaboration • Communication • Service Excellence
Role-Specific: Parks & Capital Project Management • Design-Build Delivery • Infrastructure & Asset Knowledge
• Contractor & Contract Management • Regulatory Compliance • Financial Oversight • Community & Stakeholder Engagement

Qualifications

Education

- University degree in Landscape Architecture, Environmental Design, Civil Engineering, Recreation Management, Public Administration, or a related discipline.
- An equivalent combination of education and directly relevant experience in public sector parks or infrastructure management will be considered.

Experience — Required

- Minimum 3 years of progressively responsible experience in parks or infrastructure project management, preferably within a municipal, regional district, or comparable public sector environment.
- Demonstrated experience managing capital projects from planning through to delivery, including procurement, contractor oversight, and budget management.
- Experience supervising operational or technical staff and managing contractors in a field-based environment.
- Ability to work independently and exercise sound judgment in remote, field, and time-sensitive situations.
- Valid BC Class 5 driver's licence with a clean driver's abstract.
- Strong working knowledge of parks design, construction principles, and asset management.

Experience — Preferred Assets

- Experience working within a Regional District or similar multi-service local government setting in BC.
- Familiarity with applicable BC legislation including the Local Government Act, Environmental Management Act, and Workers Compensation Act.



- Experience engaging with First Nations communities or governments in a service delivery or project context.
- Knowledge of public parks and infrastructure funding programs: UBCM, FCM, CleanBC, and related provincial and federal grants.
- Experience in remote, rural, or northern parks service delivery environments.
- Background in design-build delivery, landscape design, or parks facility development.

Certifications — Considered Assets

- PMP – Project Management Professional
- BCSLA – BC Society of Landscape Architects (or eligibility for registration)
- P.Eng. – Professional Engineer (EGBC)
- AScT / CET – Applied Science Technologist or Certified Engineering Technologist (ASTTBC)
- CRSP – Canadian Registered Safety Professional
- EP – Environmental Professional

What We're Looking For

The ideal candidate is results-oriented, creatively grounded, and comfortable leading in the field as readily as they are preparing a board report. You bring professional integrity, a collaborative mindset, and genuine passion for building places that communities are proud of. You are comfortable:

- Leading complex parks and infrastructure projects from planning through to delivery in a remote, multi-community setting
- Supervising parks staff and contractors with clear, fair, and safety-focused direction
- Preparing thorough board reports and presenting on parks matters when the Manager of Parks and Recreation is unavailable
- Attending field sites across varied terrain and weather conditions throughout the RDMW's service area
- Working independently and under pressure without compromising safety or service standards
- Communicating clearly and diplomatically with contractors, regulators, community members, and elected officials
- Navigating regulatory frameworks and maintaining a safety-first operational culture

Application Process

Please send your resume and cover letter combined by email with the subject "**Parks Project Manager**" to:

Cameron Neil

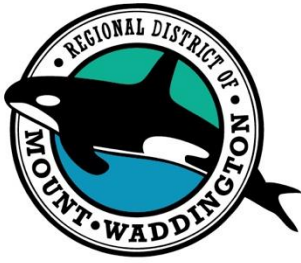
HR Advisor

Regional District of Mount Waddington

PO Box 729, 2044 McNeill Road, Port McNeill, BC V0N 2R0

Phone: 250-974-4025

Email: cneil@rdmw.bc.ca



Your cover letter should be addressed to David Kim, Chief Administrative Officer

Applications will be reviewed on a rolling basis. We thank all applicants for their interest; only those selected for an interview will be contacted.