

Project Manager

The Opportunity

CityWest is seeking a Project Manager to lead the delivery of FTTH, transport, and marine telecommunications infrastructure projects across Northern BC. This role is the primary delivery lead on assigned projects — managing schedule, risk, quality, stakeholder relationships, and team coordination from project authorization through to operational handover.

Our projects are predominantly delivered through Federal and Provincial funding programs. Project scope and overall budgets are established through funding agreements — the PM operates within those parameters rather than owning scope or budget decisions. The PM's accountability is focused on delivery execution: keeping projects on schedule, managing risks and changes within the approved framework, maintaining stakeholder relationships, and ensuring accurate cost and progress documentation to support funder reporting.

The successful candidate must have a strong working knowledge of telecommunications infrastructure — including how fibre networks are designed, permitted, and constructed across outside plant (OSP), inside plant (ISP), and civil environments — in order to effectively lead project teams, manage contractors, engage and build rapport with stakeholders, and make sound delivery decisions.

Key Responsibilities

Project Delivery & Accountability

- Serve as the primary delivery lead on assigned projects from authorization through to operational handover — managing schedule, quality, risk, and team coordination within the parameters established by the applicable funding program
- Lead the establishment and coordination of multi-disciplinary project teams across Civil, OSP, ISP, Design, and external contractors
- Be the central communication point between Civil, OSP, and ISP teams to support smooth handoffs between construction and network integration
- Manage project schedules using OpenProject and related reporting and tracking tools; identify and resolve scheduling conflicts and dependencies proactively
- Ensure smooth operational handover to internal departments upon project completion, including documentation of as-built conditions and lessons learned

Risk & Change Management

- Proactively identify, assess, and manage project risks; maintain a risk register and develop mitigation strategies for material risks
- Escalate significant risks and emerging issues to the Director, Project Management with a clear assessment and recommended course of action
- Monitor project health indicators and flag schedule, cost, or quality variances to the Director before they become critical

Stakeholder & Communication Management

- Own all stakeholder communication for assigned projects — internal and external — managing relationships with appropriate independence and professional judgment
- Organize, chair, and facilitate project and stakeholder meetings; prepare agendas, manage discussion, and own follow-up on decisions and action items

- Prepare and deliver regular project status reports to the Director and key stakeholders; reporting should be complete and reliable without requiring Director rework
- Manage relationships with external service providers and contractors — evaluating performance against quality, timeline, and cost expectations and escalating performance issues directly

Permitting & Regulatory Management

- Lead permitting strategy for assigned projects — identifying requirements, managing agency relationships, and overseeing the full approval process from submission through to construction clearance
- Oversee the Coordinator's permitting tracking function for assigned projects; ensure all required approvals are confirmed and documented prior to construction mobilization
- Maintain working relationships with municipal, provincial, and federal regulatory agencies relevant to assigned projects
- Manage First Nations consultation requirements and timelines in coordination with the Director and relevant internal teams
- Oversee Traffic Management Plans and related approvals with MOTT and other applicable agencies

Cost Tracking & Funding Program Support

- Track contractor and consultant costs against project records throughout the project lifecycle; maintain documentation that supports funder compliance and audit requirements
- Support the Expansion Program Manager with funding summaries, cost reporting, and documentation required for program reporting cycles and funding closeout

Tools, Reporting & Process

- Maintain project tracking in CityWest's approved tools including OpenProject, SharePoint, Teams, and MS Office
- Produce project reporting and summary briefs suitable for internal and external audiences, including senior leadership and funders
- Support adoption of PM tools and best practices across the project team and coordinate with the Project Coordinator on task alignment

Required Qualifications

- Degree or diploma in Engineering Technology, Project Management, Business, Construction Management, or a related discipline
- Minimum 5 years of project management experience in telecommunications, civil infrastructure, or utilities
- Demonstrated experience as a primary delivery lead on projects — with direct accountability for schedule, risk management, stakeholder relationships, and contractor performance
- Experience leading permitting processes for telecommunications, civil, or infrastructure works in BC
- Demonstrated ability to manage external contractors and service providers, including performance management
- Proficiency with project management platforms (OpenProject, MS Project, or equivalent)
- Strong written and verbal communication skills; able to produce reporting suitable for senior leadership and funder audiences without revision
- Ability to work independently and manage competing priorities across multiple concurrent projects

Assets / Nice to Have

- Experience delivering federally or provincially funded telecommunications infrastructure programs (e.g. ISED, CRTC Broadband Fund, Province of BC programs)
- Familiarity with FTTH outside plant construction, marine telecommunications infrastructure, or transport/backbone network builds
- Experience with First Nations consultation and engagement requirements in BC
- Familiarity with Crown Land permitting, environmental permitting for marine infrastructure, and MOTT processes
- Experience working in remote or northern environments
- Familiarity with ArcGIS for spatial review and project mapping

Why Join CityWest?

- Lead meaningful infrastructure projects that directly connect underserved communities across Northern BC
- Work on a genuinely diverse portfolio — terrestrial fibre, marine cable, transport backbone — in some of BC's most interesting and remote environments
- Operate as the primary delivery lead on your projects — with clear accountability and direct relationships with contractors, agencies, and stakeholders
- Collaborate with a tight-knit, technically strong team that cares about doing the work well
- Be part of a community-driven telecommunications provider with a clear mandate and growing program portfolio