

# DAWSON CITY, YUKON

## ASSET & PROJECT MANAGER

### Permanent Position

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Dawson City, Yukon, population: 2300, is home of the Klondike Gold Rush and the heart of Tr'ondëk Hwëch'in Traditional Territory; we're proud of our mining heritage and First Nations roots that run millennia deep. We're a thriving cultural community—with a post-secondary arts school, several world-renowned festivals, and burgeoning TV and film industry—that borders an outdoor playground sprawling hundreds of kilometres in either direction. We're a living historic community, with many landscape features and buildings that support our national historic site designation.

Mining, tourism, culture, and our people are the foundation on which our town stands, and we respect personal freedoms and diversity of all definitions. We're a welcoming town and a great place to make a life and raise a family. Our community has a new hospital and programming and activities that promote healthy lifestyles. We have a recreation centre, curling club, swimming pool, fitness centre, nine-hole golf course, off-leash dog park, and a ski hill. We enjoy an abundance of green spaces, including hiking, biking, and cross-country-ski trails. We also have a K–12 school, Yukon College campus, healthy business community, and numerous groups and organizations in which to get involved.

**Reporting to the Public Works Superintendent, the Asset & Project Manager is responsible for the asset and project management of the City of Dawson's assets, and includes infrastructure maintenances and custodial services. This position provides management, design and contract administration services for the City's capital projects. This position supervises building maintenance and custodial staff.**

**If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

#### **Certifications:**

- Diploma in Project Management, CET or equivalent preferred (other relevant areas of education or experience may be considered)
- 3 years' experience in Project Management or Asset Management, ideally in a municipal or government environment
- 1-year supervisory experience
- Excellent communication and documentation skills and proven ability to effectively communicate with all levels of an organization
- Strong organizational skills with proven efficiency to handle and prioritize multiple projects at one time, both independently and in a team-based environment, to meet critical and irregular deadlines
- Proven planning, forecasting and budgeting and procurement experience
- Strong attention to detail and accuracy of work
- Computer proficiency with Microsoft Office and Excel
- Discretion, tact, compassion, good judgement and cultural competence.

Applicants able to demonstrate an equivalent combination of education and experience may be considered.

A job description is available upon request.

#### **Closing Date:**

A current resume and cover letter must be received at the City of Dawson Administration Building by **2pm, Friday, August 2<sup>nd</sup>, 2024**. Applications to this position may be submitted by mail or email to the following:

#### **Shelly Musyj, Human Resources**

PO Box 308  
Dawson City, Yukon Y0B 1G0  
hro@cityofdawson.ca

#### **Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 5 with a salary range of **\$76,764 – \$92,118** plus benefits.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.  
We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)