

EMPLOYMENT OPPORTUNITY NOTICE EO17-302

THE CITY OF GREATER SUDBURY

requires a

MANAGER OF PROJECT SERVICES REPORTING LOCATION: TOM DAVIES SQUARE

PERMANENT POSITION

START DATE TO FOLLOW SELECTION PROCESS

The Project Services Section, Engineering Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Manager of Project Services. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,690.20 to \$4,341.54 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline from a recognized University with Canadian accreditation.
Additional education initiative to update and expand competencies.
Project Management Professional (PMP) certification is an asset.
Membership in the Professional Engineers of Ontario (APEO) is an asset.

EXPERIENCE:

Minimum of five (5) years of directly related and responsible experience.
Municipal and public sector experience an asset.

OR

EDUCATION AND TRAINING:

College diploma in a related discipline from a recognized Community College with Canadian accreditation.
Additional education initiatives to update and expand competencies.
Project Management Professional (PMP) certification considered an asset.
Certification through OACETT as a Certified Engineering Technologist considered an asset.

EXPERIENCE:

Minimum of seven (7) years of directly related and responsible experience.
Municipal and public sector experience an asset.

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KNOWLEDGE OF:

Knowledge and understanding of project management and associated systems.
Applicable legislation, regulations and provincial standards.
Current and emerging management issues within CGS as they affect the Project Section.
Best practices within area of responsibility.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

ABILITY TO:

Demonstrate ability in dealing with the technical and administrative aspects of municipal aspects of municipal public works projects.
Demonstrate supervisory and human relations skills.
Understand and meet the needs of customers.
Balance conflicting demands from stakeholders.
Anticipate and manage the impact of change on the Section's activities.
Manage the financial, human and physical resources of the Section in a collaborative manner.
Manage conflict; mediate disputes; assist in reaching consensus.
Respond quickly to emerging opportunities or risks.
Share power horizontally and vertically.
Set and achieve high standards for the Section.
Provide a stabilizing influence within the Section.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record and personal insurance coverage.

MAIN FUNCTION: This position is responsible to the Director of Engineering Services for the management of the Project Services Section and portfolio management services, including development and supervision of staff and the management of projects from initiation to close-out in support of quality customer service outcomes and the divisional Business Plan.

DUTIES: UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF ENGINEERING SERVICES:

1. Assist the Director of Engineering Services in the preparation and execution of the Business Plan covering mandated services within the Engineering Services Division.
2. Liaise regularly with staff within the Department to determine and plan capital priorities.
3. Supervise staff within the Project Services Section and manage contracted consulting services, as required.
4. Collaborate with various Divisions to develop concepts, secure funding and gain approvals throughout the project life-cycle (i.e. concept, engineering, execution, close-out).
5. Coordinate with various Divisions and Design Services to develop baselines for scope, schedule and budget for projects.
6. Ensure project compliance with policy, standards and guidelines. Ensure that all products originating from Project Services are reviewed and approved for accuracy and adherence to current standards.
7. Develop work plans for all phases of a project, excluding design work.
8. Monitor internal and external resources to ensure progress is in accordance with a project's life-cycle and plan/schedule.
9. Guide Project Teams in the preparation of internal and external stakeholder identification, communication plans and engagement strategies throughout a project's life-cycle.
10. Responsible for the risk management of projects.
11. Develop and implement reporting protocols and templates for Project Teams to report Key Performance Indices and project status throughout a project's life-cycle.
12. Ensure collaboration of Project Teams in the preparation of tender and contract documents required throughout a project's life-cycle.

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13. Participate in the development, maintenance and communication of CGS's specifications, standards and manuals for projects to internal and external stakeholders.
14. Prepare Council Reports and presentations to Council and Committees and attend meetings as required.
15. Participate on CGS's Standards Committee; arrange meetings, prepare agendas and ensure timely distribution of minutes.
16. Act as a senior advisor in the delivery of capital projects.
17. Monitor and report on progress of projects, communicate possible changes and obtain approval as required.
18. Identify, recommend and implement change to processes, systems procedures and forms used by Project Services to ensure best practices are followed.
19. Ensure change management process is followed and complies with applicable CGS by-laws and policies as well as other government guidelines and regulations.
20. Act as CGS's representative at court hearings and liaise with Legal Services, Risk Management, CGS Insurance Adjustors and Legal Representatives on matters relating to claims associated with CGS projects.
21. Ensure proper and effective staffing through adequate hiring, scheduling, training and talent management.
22. Conduct job performance appraisals, salary reviews and discipline in accordance with the respective CBAs.
23. Develop a working knowledge of computer systems and assist in the implementation of technology within the Division.
24. Act as Management's Representative in the Grievance Procedure in accordance with the respective CBAs.
25. Receive and answer public, council and professional enquiries and complaints as required.
26. Liaise with other CGS Departments, citizens, outside agencies and other authorities regarding project management matters.
27. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
28. Perform other related duties as required.

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LEADERSHIP COMPETENCIES:

Tactical Implementation (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, JULY 19TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-302**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.