



Position: Project Manager, Environmental Program

Competition Number: 2021-EX-EN-53343820-01

Competition posting date: 2021.08.18

Competition closing date: 2021.08.29

Public Works & Environmental Services Department, Solid Waste Services, Solid Waste Long Term Planning Branch

1 Full-time Continuous Position - 35 hours/week

2 Full-time Temporary Positions (up to December 2023) - 35 hours/week

Affiliation: CIPP

Salary: \$82,815.46 to \$100,775.22 annually (2019 rates of pay)

Location: 4475 Trail Road

Category: Current Opportunities

Employment Group: Planning/Development/Urban Design

Job Summary

The Project Manager, Environmental Program will be instrumental in supporting the planning, development, implementation, evaluation and enhancement of the City's long-term Solid Waste plans and related policies, programs, services and projects that will guide the management of recyclables and garbage over the next thirty years.

The incumbent is responsible for designing, budgeting, implementing and managing projects/initiatives that will enable achievement of departmental and City solid waste objectives, leads and motivates project team to successful delivery of projects, and manages consultants to assist with project delivery.

Education & Experience

Four (4)-year degree in a relevant discipline such as, but not limited to, Environmental Science (Biology, Chemistry, Earth Sciences, and Physical Geography), Public or Business Administration, Civil or Environmental Engineering, or related program of study.

Five (5) years of related experience in supporting operational, strategic and business planning, and in managing/evaluating projects relating to program development and related initiatives, within a public works or utility environment. Experience should include conducting research/analysis, interacting with the general public and environmental regulators, and managing external consultants.

*Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

Language, Certificates & Licenses

A valid Ontario unrestricted "G" class driver's license (or provincial equivalent) with no more than 6 demerit points accumulated.

English oral, reading, writing required.

Knowledge

- Structure and processes of municipal government, including inter-governmental stakeholders



- General knowledge relating to wastewater collection and treatment and bio-solids management; water production distribution and conservation; solid waste, surface and ground water protection and management, energy and air quality management
- Applicable legislation, policies, regulations, guidelines and operational procedures relevant to the operational area, such as the Environmental Protection Act, Ontario Water Resources Act, the Environmental Assessment Act, Green Energy Act, Nutrient Management Act
- Communication and consultation approaches
- Facilitation and negotiation processes
- Quality Management systems
- Research methodologies, data collection and analyses
- Principles of project management
- Contract management tools and procedures
- Program and project evaluation and performance measurement processes
- Knowledge of applicable health and safety legislation, including the rights and duties of workers

Competencies & Skills

- Work independently, with minimal direction, and collaboratively with all staff as part of a team
- Able to identify and analyze problems and manage multi-disciplinary assignments
- Able to provide leadership to plan, lead, coordinate, implement and manage projects to completion, provide functional supervision to others, and to manage work quality, scheduling and completion
- Possess organizational skills and flexibility to plan, initiate, organize and prioritize own work, to manage a high volume of projects and to deal effectively with multiple demands, conflicting priorities, pressures and deadlines
- Able to use primary and secondary research techniques to perform data analysis, to evaluate existing and proposed processes, materials, equipment and operational practices, make judgments on the interpretation of issues/data, and formulate recommendations
- Able to manage contracted work, and foster good working relationships with a variety of stakeholders in order to achieve Branch objectives
- Possess computer literacy in applications such as MS Office Suite, Powerpoint, database management, and Project tracking
- Possess excellent consultative, collaboration and interpersonal skills, and the ability to manage confrontational situations, persuade/influence others and to bring conflicting points of view to consensus
- Possess strong documentation, report writing and presentation skills

*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to our resources on how to apply for jobs online.*

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.