



Project Manager (Capital Projects)

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a contribution in the Development and Engineering Services Department.

Reporting to the Manager of Capital Projects, this position is responsible for budgeting, planning and implementing capital projects as part of the 10-year capital program.

Duties and Responsibilities

- Provide project management and financial management services for master plan, needs study, feasibility studies and environmental assessment.
- Detailed design and construction management oversight of bridges, roads, storm sewers, water mains, sanitary sewers, pumping stations and treatment facilities.
- Conduct technical review of development applications on behalf of the capital division including water analysis.
- Provide direction and technical support to staff and act as the project lead for complex capital projects.
- Prepares Request for Proposals, evaluates proposals and arranges for purchases, monitors outcome regarding same.
- Ensures that project expenditures are controlled and maintained within approved budget limitations. Assists in preparation of capital and operating budget related to assigned projects.

Key Competencies and Qualifications

- University degree in Civil Engineering, Mechanical Engineering or Environmental Engineering
- Eligibility for or holder of the Professional Engineer's designation and full membership in the Association of Professional Engineers of Ontario (PEO). Consideration may be given to OACETT certification, accompanied by provincial government training and certification in related project management and contract administration courses with progressive experience at a senior level in a municipal environment as an alternative to the P.Eng designation.
- Five years of project management and contract administration experience in planning, coordinating, designing and constructing complex, multidisciplinary, projects in a municipal urban growth environment
- Knowledge of legislation related to the Occupational Health and Safety Act, Construction Act, Environmental Assessment Act, Environmental Protection Act, Federal Fisheries Act and Safe Drinking Water Act
- Demonstrated project management skills to lead a project or work group, organize numerous tasks, set priorities and meet deadlines
- Ability to negotiate/facilitate and present information to varied audiences
- Must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the public
- Proficiency in information technology including MS Office, and working knowledge of AutoCAD, WaterCAD, ArcGIS, Primavera and willingness to learn other specialized computer software applications and techniques as required
- Must possess a valid Ontario Class G driver's license.
- Ability to submit a satisfactory Criminal Record and Judicial Matters Check upon hire

The position offers a salary range of \$92,752 to \$115,940 based on a 40-hour workweek (2024 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is February 28, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.