

# Project Manager, Special Projects (Temporary, for up to 12 months)

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the position of Project Manager, Special Projects within the Environmental Services' department. Reporting to the manager of compliance, programs and performance, the project manager is responsible for leading strategic initiatives, such as developing the City's first Integrated Water Management Strategy, and environmental, business and continuous improvement projects on behalf of the department. The project manager will collaborate with the other divisions of the department (water, wastewater, solid waste and business services), across the organization (including engineering and transportation services, communications, finance, IT) and lead external consultants and contractors to deliver projects within the established schedule, budget and scope.

## Key duties and responsibilities

- Project manage all activities leading to the successful development of an Integrated Water Management Strategy (update to the 2016 Water Efficiency Strategy) as recommended by the Council-endorsed 2022 Water Supply Master Plan including project scope, timeline and

budget.

- Develop 10-year Capital Planning Plan as part of the Integrated Water Management Strategy to support the implementation of related programs, pilots and studies.
- Provide subject matter expertise on technical and strategic assignments related to water management.
- Manage a variety of professional assignments including departmental record management standard, electronic document management systems, organizational development, succession planning, and projects related to departmental efficiencies.
- Partner with the manager to structure service level agreements between internal divisions, and service received from across the organization.
- Develop formal procurement documents, including outlining project specifications, terms of reference for Tenders and Proposals, and carries out procurement formalities such as addressing addendums, processing award memos and preparing formal contractual documentation. Prepares purchase orders/requisitions, requests for quotations, and tendering as required.
- Adhere to contract management best practices throughout project lifecycles and engage in vendor performance management as required through the course of a project.
- Engage stakeholders and the public where required through formal project consultation and/or the municipal class EA process, as required.
- Facilitate and/or lead meetings with City staff, internal departments and external stakeholders as a representative of the City of Guelph.
- Develop and deliver presentations, reports and memos for customers, staff, management, and Council as well as SOP's, technical specifications, reports, correspondence and work instructions.
- Ensure consultants, contractors and suppliers are in compliance with corporate and Ministry of Labour health and safety requirements.
- Other duties as assigned.

## Qualifications and requirements

- Completion of post-secondary education in Environmental Studies, Public Administration or a related discipline.
- Considerable experience in managing projects preferably in a municipal environment (i.e. public works, environmental services, Water, Wastewater, Solid Waste).
- A valid Class G drivers' licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.
- Applied and working Knowledge of PMI project management methodologies and capital project management, including managing a variety of projects and budgets.
- Ability to work independently and guide multi-disciplinary teams.
- Applied and working knowledge of water, wastewater and stormwater municipal and provincial regulations, policy, programs, budget and rate impacts.
- Advanced skills with Microsoft Office (Word, Excel, PowerPoint, MS teams and Outlook).
- Experience with records and filing best practices.
- Working and applied knowledge of SharePoint, EDMS and/or other record management software solutions.

- Experience leading operational optimizations and organizational diagnostics, including business process improvements and the development and application of change management strategies.
- Experience with strategic planning principles to effectively lead annual and mid-range business planning.
- Proficiency with contract and vendor management practices in project settings.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Excellent facilitation skills, techniques and tools.
- Experience with project management software tools such as Eclipse.
- PMP, PgMP or CAPM designation in good standing is an asset.
- Candidates with an equivalent combination of education and experience may be considered.

## Pay/Salary

Non-Union Grade: 6: \$50.31-\$62.89

## How to apply

Qualified applicants are invited to apply using our **online** application system by **June 19, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.