



**The Corporation of the City of Brantford  
Engineering Services**

**Project Management Specialist**

**Job ID #2130**

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Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Facilities Capital Development, the Project Management Specialist will support the delivery of medium to large scale capital projects. The position will also provide technical assistance and deliver assigned capital projects as outlined in the City's 10 year Capital Plan. Responsibilities will include receiving, reviewing and administration of all project related correspondence; distribution of relative correspondence to other City stakeholders and project Consultants and Construction Managers involved; making timely decisions and providing prompt actions to requests and/or receiving action on decisions when higher authority approval is required; adhering to project timelines, schedules and budgets; providing regular update reports and urgent reports to City Council; project sequence and cost tracking; progress payment processing and grant funded claims submissions. Other duties include but are not limited to receiving quotes and/or preparing tender documents and specifications for various projects; coordinating and attending all project related meetings including, but not limited to site meetings, design meetings, user group meetings and working group meetings; managing contracted staff; providing appropriate support to programs being delivered; administer quality assurance for contracted work including deficiencies, warranties and maintenance; plan and deliver energy conservation retrofits, barrier free and health and safety related projects; conduct inspections, providing advice and resolving problems. The Project Management Specialist will provide input to the Manager of Facilities Capital Development in the development and preparation of budgets, and ensure staff adheres to mandated health and safety standards.

**QUALIFICATIONS**

- Completion of a minimum three (3) year accredited architectural, building construction management, project management or facility management program
- Minimum of five (5) years' construction management experience
- Minimum of three (3) years' work experience in a municipal environment or combined equivalent of experience, training and knowledge of building construction, operations and maintenance, structural and architectural systems and knowledge of energy management strategies
- Good standing membership in OACETT or equivalent is an asset
- Project Management Professional (PMP) certification is an asset
- Excellent communication and administrative skills
- Be assertive and confident, with the ability to provide excellent customer service and the ability to work on multiple projects simultaneously in team environments are a must
- Excellent computer skills in Microsoft Excel and Word and AutoCAD with a strong focus on financial analysis and economic justification are required

- Candidates will have a general knowledge of codes and legislation related to building construction technology as well as excellent organizational and time management skills
- Response to after-hours calls will be required
- A valid Ontario driver's licence in good standing is required

**WAGE/SALARY RANGE:** \$42.61 to \$45.33 per hour plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, August 1<sup>st</sup>, 2024, at 4:30 p.m.**

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**