



Senior 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 motivated professional to support the operations of the Capital division.

Reporting to the Manager of Capital Projects, the Senior Project Manager – Capital Projects will provide strong leadership, project management, technical support and stakeholder management to the Wastewater and Water Supply divisions of the Town.

Duties and responsibilities:

- Provides technical and engineering expertise to assess, plan, guide designs, and construct major upgrades to the Town's water supply, storage and wastewater collection and treatment facilities.
- Participates in the evaluation and the rehabilitation of water supply, transmission, storage, pump station, electrical supply and SCADA systems to ensure they meet the needs of a growing Town.
- Assists with the evaluation of the wastewater treatment plant and alignment of the facility with future needs.
- Provide guidance for the storm water and sanitary sewer collection systems upgrades will include an I&I program.
- Develops, reviews, and implements detailed work plans, recommends policies and enforces criteria regarding program specific requirements.
- Ensures that the project expenditures are controlled and maintained within approved budget limitations.
- Deals with complex cost-sharing arrangements for the construction of municipal infrastructure
- Leads multi-disciplinary project teams throughout various project phases (EA, Design and Construction).
- Provides specialized design and technical advice and expertise to support the units of the Department.
- Identifies, evaluates and provides technical expertise and recommendations for the resolution of contract issues.
- Reviews and analyzes new technologies for utilization in existing or future service requirements.

Key Competencies and Qualifications:

- Degree in Civil Engineering, Mechanical Engineering, Environmental Engineering.
- Eligibility for or holder of the Professional Engineer's designation and full membership in the association of Professional Engineers of Ontario.
- Certification as a project manager professional (PMP) through the Project Management Institute an asset.
- Seven (7) years' demonstrated experience in project management and contract administration experience in planning, coordinating, designing and constructing complex, multidisciplinary projects such as roads, watermains, sewers, culverts, reservoirs and other municipal infrastructure within a municipal urban growth environment.
- Experience in the technical evaluation and / design of water supply and/or wastewater collection and treatment systems.
- Experience in dealing with customer service issues and inquires related to capital works delivery in the public right-of-way.
- Highly developed consultative, interpersonal and communication skills oral and written communication skills.
- Knowledge of Legislation related to the Occupational Health and Safety Act, Construction Lien Act, Environmental Assessment Act, Environmental Protection Act, Federal Fisheries Act and Safe Drinking Water Act.
- Ability to collaborate and work effectively with consultants, contractors, colleagues, elected officials, developers and other internal and external clients and stakeholders.
- Ability to plan, supervise and direct the work of staff and have an understanding of modern principles and practices of management and management controls.
- A valid Ontario class G driver's license in good standing.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$98,053 to \$122,566 (2024 rates) based on a 40 hour work week, plus a competitive benefit package and the option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Town's career site. Closing date for this position is July 5, 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.