



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Senior Project Manager

(Posting #2024.129T)

<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Capital Delivery
<b>Location:</b>	Hybrid/Civic Centre
<b>Status:</b>	Temporary, Full-Time (up to 2-year contract)
<b>Hours of Work:</b>	35 hours per week, 8:30am to 4:30pm
<b>Number of Positions:</b>	1
<b>Salary Range:</b>	\$116,789.61 (annual salary)
<b>Date Posted:</b>	September 13, 2024
<b>Date Closing:</b>	September 28, 2024

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

Responsible for providing project management, technical expertise and engineering input from planning and inception through the design, construction and warranty period of large and complex multi-disciplinary capital works projects involving roads, bridges and water/wastewater and storm water infrastructure within the Town's capital works program. ***For full details, please see attached job description.***

### **Minimum Qualifications**

- Post-secondary University degree in Engineering
- Registered as a P.Eng. with Professional Engineers Ontario
- Minimum of six to eight (6-8) years of directly related experience in the areas of planning, design, construction and the commissioning of roads and/or bridges and/or water/wastewater and/or storm water infrastructure.
- Experience in financial management, including the ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Experience in management of engineering and construction contracts.

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter. Please apply by visiting [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.*

## JOB DESCRIPTION

<b>Title:</b>	Senior Project Manager – Temporary Contract
<b>Job#:</b>	NU53
<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Capital Delivery
<b>Reports To:</b>	Manager, Capital Delivery
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	External project managers, contractors, consultants
<b>Employee Group:</b>	Non-union

### Position Summary

Responsible for providing project management, technical expertise and engineering input from planning and inception through the design, construction and warranty period of large and complex multi-disciplinary capital works projects involving roads, bridges and water/wastewater and storm water infrastructure within the Town's capital works program.

### Responsibilities

- Manage numerous capital projects, informing the planning process and leading and managing projects from initiation to close out
- Prepare comprehensive procurement documents for study, engineering design and construction services of complex projects
- Represent the Town at public consultations, presentations, and face-to-face interactions with the public, Councillors, consultants, contractors and regulatory agencies
- Review designs using engineering standards and best practices and provide commentary and direction to consultants and contractors
- Manage assigned projects, ensuring conformance with contract requirements, effective teamwork and communication, high standards of work quality, organizational performance and continuous improvement
- Research and make recommendations to adapt new technologies, techniques and materials in the design and construction of infrastructure
- Review, and evaluate the performance of consultants and/or contractors involved in the design and construction of Town capital works
- Provide technical expertise and project management oversight to control scope, budget, schedule, manage change and mitigate risk in relation to project delivery
- Utilize various types of software to review engineering drawings, manage GIS data, track projects, prepare reports, prepare presentations and analyze data
- Collaborate with other Town divisions and departments in the implementation of Town capital projects
- Ensures that capital works are constructed in compliance with the contract documents and applicable health and safety policies
- Builds, maintains and ensures positive working relations, including all interactions with stakeholders, consultants, inspectors, contractors and government authorities associated with assigned projects
- Ensures that any inquiries received from the public and stakeholders are addressed in a timely manner
- Drafts/develops briefing notes, staff reports, presentation and other materials for Senior Management and Town Council on projects and related matters.
- Contributes to the planning and preparation of the 10-year capital program and budget process

- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.**

## **Minimum Qualifications**

### **Education and Training**

- A post-secondary degree in Engineering from an accredited university
- Registered as a P.Eng. with Professional Engineers Ontario
- An equivalent combination of education and experience will be considered

### **Experience**

- A minimum of six to eight (6-8) years of directly related experience in the areas of planning, design, construction and the commissioning of roads and/or bridges and/or water/wastewater and/or storm water infrastructure.
- Experience in financial management, including the ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Experience in management of engineering and construction contracts.
- Strong working knowledge of evolving technologies, in-depth technical engineering and construction knowledge and be familiar with relevant standards, documentation and legislation (Construction Act, Safe Drinking Water Act, Clean Water Act, Ontario Water Resources Act, Environmental Protection Act, Highway Traffic Act Occupational Health and Safety Act, etc.)

### **Competencies**

- Ability to provide timely and comprehensive advice to senior management to assist in evidence-based decision making
- Ability to communicate effectively throughout all levels of the organization, political representatives, consultants, contractors and the public
- Demonstrated project management skills to lead a project or work group, organize numerous tasks, set priorities and meet deadlines
- Excellent report writing, communication (spoken and written), presentation, and interpersonal skills
- Proficiency with MS Word, MS Excel, MS Project and industry specific software

### **Physical Demands and Working Conditions**

- Normal office conditions
- Occasional site visits to construction sites and operational facilities will be required
- Must be available to attend evening/weekend meetings or special events and respond to afterhours inquiries as required
- Class G Driver's license in good standing and reliable vehicle to use on corporate business