



Manager of 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 professional to contribute to the Building Department.

Reporting to the Director of Infrastructure Services, this role has overall responsibility for the planning, development and execution of the Town's long term capital program for transportation, water, wastewater and storm water management projects.

Duties and Responsibilities

- Responsible for planning, designing, organizing, constructing, and controlling to ensure a timely contract completion and compliance with Federal, Provincial, and local regulations.
- Directs multidisciplinary teams of professional consultants, sub-consultants and contractors throughout various project phases (EA, Design and Construction).
- Manages capital projects to completion including the hiring of contractors and consultants, monitoring work in progress, ensuring contracted services meet predetermined requirements and that work is conducted in an appropriate manner.
- Manages, reviews, and signs-off external consulting engineering work in the implementation of capital construction projects, Environmental Assessments, functional designs and other studies.
- Oversees the preparation of tender packages, actively participates in the evaluation of bids.
- Leads environmental assessments and master planning initiatives for servicing and road capacities that support long-term growth and development within the Town.
- Assists in the maintenance of the asset management information systems
- Prepares and monitor operating and capital budgets
- Prepares draft annual operating and capital budget submissions and 10 year capital plan for review.
- Provide supervision, mentorship and development of capital engineering staff.

Key Competencies and Qualifications

- University degree in Civil Engineering from an accredited university.
- Holder of the Professional Engineers (P.Eng) designation and full membership in the Association of Professional Engineers of Ontario.
- Certification as a project manager professional (PMP) through the Project Management Institute is an asset.
- Seven (7) years' demonstrated experience in development/capital engineering in municipal urban growth environment including project/contract management and previous supervisory experience.
- Working knowledge of the Environmental Assessment Act as well as the Construction Act, and contract management.
- Demonstrated ability to prepare, administer and control costing and capital budgets.
- Experience with tendering processes and contract development.
- Practical experience in the review of engineering and architectural design submissions and regulations, public service needs, government and consulting studies and submissions.
- Excellent project/time/records management, organizational, analytical, research, communication, presentation, problem-solving, and staff leadership and supervisory 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.
- Demonstrated proficiency with information technology including Microsoft Office Suite, CAD and modelling software.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$115,820 to \$144,774 (2024 rates) based on a 35 hour workweek 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 October 11, 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.