

## Senior Project Manager - Industrial Development

44737 Edgeware Line, St Thomas, ON N5P 3T3, Canada Req #992

Date Posted: October 17, 2024



### SENIOR PROJECT MANAGER - INDUSTRIAL DEVELOPMENT

Permanent, Full-Time

This position is an integral part of the City's Industrial Development group and will focus on enhancements and upgrades to the City's existing sanitary conveyance system and be part of the team responsible for delivering the City's largest capital undertaking to date; a Greenfield Water Reclamation Facility estimated at \$300 million.

#### POSITION SYNOPSIS AND PURPOSE:

Reporting to the Executive Director of Industrial Development, the Senior Project Manager is responsible for the prioritization, planning, design, and delivery of industrial development projects and asset management. Provides leadership, technical expertise, and professional responsibility for project activities. The Senior Project Manager is responsible for providing beginning to end supervision of industrial development projects which involves oversight of construction and infrastructure management. Works with local and provincial governments to ensure land is developed in compliance with zoning ordinances and regulations.

#### MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

##### Administration (35%)

- Monitors complex development plans using road, sewer and watermain risk mapping, input from others, on-going and/or future development projects and existing funding envelopes.
- Directs project design implementation, provides guidance, checks, and takes professional responsibility for drawings, tables, reports and special provision specifications.
- Liaises with other municipalities, businesses, industry, community groups to communicate construction impacts, develop mitigation strategies and incorporate into project designs.
- Prepares project status reports for Council.
- Inspects site plan developments for compliance with the approved site plan.
- Oversees the coordination of utility relocations, removals, and new construction.
- Acts as project manager for major infrastructure projects and oversees all aspects of the project management, contract administration, and coordination of public relations.
- Maintains effective working relationships with Civic Departments, related Boards and Commissions and relevant departments of senior levels of government.
- Reviews and comments on industrial development applications and servicing submissions.
- Responsible for understanding all project delivery requirements at each project stage and maintaining the development schedule.
- Participates in multi-disciplinary teams in order to address industrial development issues.

- Supervises the construction of municipal services within development. This includes conducting and attending related construction meetings, supervising the field operations of contractors, initiating inspections, testing and sampling of work in progress and completed work, reviewing construction reports, commenting on major changes in design during the construction phase and ensuring that all materials, operations and construction conform to specifications.
- Facilitates the approvals of development engineering review activities for industrial projects and ensures they are delivered in accordance with City and Provincial guidelines in a cost effective, efficient and timely manner using a "best practices" approach.
- Accountable for engineering review, coordination and approval of various development applications including site plans and servicing studies.
- Prepares Conditions of Approval as it relates to municipal servicing for new industrial development and coordinates clearance for Conditions of Approval that allow for servicing and registration of industrial lands.
- Conducts field inspections, investigates project concerns and organizes on-site meetings to evaluate and solve site issues.
- Takes ownership and manages multiple projects simultaneously from the initial stage to construction.
- Manages day to day project issues with the ability to identify and resolve any issues and conflicts related to the project.
- Proactively manages all changes in project scope, identifying any potential crises and devises contingency plans.
- Monitors and stays current on industry related issues, attends industry related conferences, events and public meetings and new legislation.
- Initiates and establishes partnerships with the City, Council, potential tenants, investors and other parties involved in the project.
- Performs such other duties necessary as required.

### **Planning, Design and Implementation (15%)**

- Reviews drawings submitted by utilities showing where they desire to place infrastructure.
- Reviews to ensure all existing city infrastructure is shown and that it will not interfere with any future work in the corridor.
- Manages and balances desires of all other utilities and applicants to come to a compromise.
- Sets and coordinates meetings as required for complicated submissions.
- Oversees all aspects of industrial development in compliance with approved Engineering Development Standards, related master Plans, the Official Plan and best management practices.
- Reviews and coordinates infrastructure design approval through to implementation, including plan registration for industrial development.
- Assists the Executive Director of Industrial Development in the development and implementation of industrial development engineering policies and procedures.
- Interacts with stakeholders on functional design and construction of development proposals as required including the preparation and implantation of development agreements.
- Reviews and verifies development design and agreements to ensure municipal policy compliance and construction requirements.
- Tracks progress and time required to facilitate design review used to establish benchmarks.

### **Budget (30%)**

- Oversees project budget to execute accurate and accountable project costs from inception to completion.
- Coordinates and manages the project team to meet project timelines on time and on budget.
- Supports and analyzes project costs and financial analysis in collaboration with relevant parties, as required.

- Makes recommendations and maintains costs associated within project responsibilities and monitoring budget expenditures.

### **Communication (20%)**

- Collaborates with project staff to prepare service area strategic plan and ensures goals and objectives are achieved providing resources if required.
- Develops and maintains effective relationships and collaborates with Municipalities, approval agencies and other authorities to meet project goals.
- Prepares and submits reports to Council, committees, the Project Leadership Team, and the Executive Director in accordance with the manner and form prescribed.
- Liaises with developers and consultants and outside agencies on design and construction of development proposals including Planning Act approvals, municipal infrastructure design, the clearance of Conditions of Approval and the preparation and implementation of development agreements.
- Receives and answers inquiries of a technical nature from Council, public, staff, other departments, as well as municipal and government agencies.
- Prepares and presents engineering comments for internal discussions and meetings.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience**

Bachelor's Degree in Civil Engineering or equivalent and a Professional designation of and as Professional Engineer with Professional Engineers Ontario. Minimum of ten (10) years of engineering experience including survey, design, tendering, contract administration, inspection, and project management with seven (7) years supervisory in Municipal Infrastructure Operation. Experience using water distribution, sewer, storm management and lighting design software. Working knowledge of AutoCAD Civil 3D software. Previous experience with pumping stations and water reclamation facilities will be considered an asset.

### **Knowledge/Skill/Ability**

- Proven track record of meeting tight deadlines and being able to work extra hours when needed. Must be able to multi-task and prioritize workloads in a fast- paced environment while maintaining attention to detail and producing quality results.
- Proficient with Microsoft Office Suite.
- Highly organized with ability to prioritize and manage complex problems, projects and human resources.
- Bright, enthusiastic individual is needed who can bring "outside the box" thinking to problem-solving discussions in finding solutions to meet client needs
- Ideal candidates should possess experience in construction, land development engineering and be familiar with municipal servicing and grading design, as it relates to new industrial developments.
- Excellent communication and report writing skills.
- Strong interpersonal skills including developed political and social acumen.
- Working knowledge of road, sanitary, storm, watermain, streetlight, traffic signal and PXO design.
- Familiarity with level, total station and GPS survey instruments.
- Knowledge of relevant legislation and standards including but not limited to, Ontario Provincial Standards (OPS), Construction Act, Drainage Act, Occupational Health and Safety Act (OHSA), Environmental Protection Act, Ontario Building Code, Employment Standards Act, O.Reg. 406/16 - Excess Soils, O.Reg. 588/17 – Asset Management Planning For Municipal Infrastructure, Safe Water Drinking Act, Accessibility for Ontarians with Disabilities Act (AODA), Public Service Works on Highways Act, Public Transportation and Highway Improvements Act, Electrical Safety Act.
- Demonstration of positive employee relations including team building, communications and public relations.

- Must have strong budgeting and scheduling skills and aptitude with scheduling software and project management software.
- Highly resourceful and forward thinking with proactive approaches to problem solving.
- Adaptable to competing demands including the ability to meet deadlines in a fast-paced environment.
- Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- Advanced knowledge of the Ontario Municipal planning process, technical plans and reports, land acquisition processes, lot grading and site servicing for both greenfield and urban developments, contract administration for infrastructure projects.
- An entrepreneurial attitude with an ability to work in agile and sometimes ambiguous environments.
- Proven ability to drive projects and work under pressure to handle a variety of activities and confidential matters with discretion.
- Possesses highly honed skills in project scope development, delivery strategy and work planning, communications management, team performance management, project scheduling, budget management, risk identification and mitigation, stakeholder engagement as well as safety and quality management.
- Possesses a demonstrated record of technical competence, team advocacy and customer focus.
- Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, other staff and the general public.
- Has thorough knowledge and understanding of Provincial and City standards, regulations and by-laws required to process development applications including site plans for engineering approvals.

## Other

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.
- Satisfactory Police Record Check.

## Work Conditions/Physical Effort/Mental Effort

- Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday; with a one hour unpaid lunch); Requirement for evening / weekend work.
- Extra hours regularly required for tight deliverables.
- This position primarily uses computer.
- High mental effort required when reviewing engineering documents, preparing designs and giving direction using judgement.
- High visual effort required when reviewing plans.

## WHAT WE OFFER:

- Salary Range: \$118,062 - \$143,505 per annum (Group 6)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Thursday October 31, 2024 at 11:59 p.m.**

## HOW TO APPLY:

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities. Go to Posting Title. Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

**Note:** You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from [notify@dayforce.com](mailto:notify@dayforce.com) stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

## Other details

Pay Type Hourly

Apply Now