



Job Search

Project Manager - Industrial Development

44737 Edgeware Line, St Thomas, ON N5P 3T3, Canada Req #1022

Date Posted: January 20, 2025



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

PROJECT MANAGER – INDUSTRIAL DEVELOPMENT

(Permanent, Full-Time)

Job Posting #1022-01-25

POSITION SYNOPSIS AND PURPOSE:

As part of the fast-paced industrial development team, you will be involved in building one of the largest new industrial subdivisions in Canada. The project includes high profile new greenfield and City retrofit infrastructure projects in partnership with international industrial clients, large construction firms, and numerous cutting edge engineering consulting teams. This project experience is a once in a career opportunity for aspiring project managers and engineers.

Reporting directly to the Executive Director of Industrial Development, the Project Manager is responsible for providing assistance on complex project management, technical expertise and engineering input from planning and inception of industrial land projects through design, construction and warranty period of infrastructure projects involving roads, wastewater conveyance systems and storm water systems. Provides leadership, technical expertise, and professional responsibility for confidential project development activities.

MAJOR RESPONSIBILITIES/ACCOUNTABILITIES:

Administration (30%)

- Assists the Senior Project Manager with the monitoring of complex development plans using road, sewer and watermain risk mapping, input from others, on-going and/or future development projects and existing funding envelopes.
- Implements project design plans and takes professional responsibility for drawings, tables, reports and special provision specifications.
- Liaises publicly and confidentially with other municipalities, businesses, industry, community groups to communicate construction impacts, develop mitigation strategies and incorporate into project designs.
- Assists in the preparation of project status reports for Council, as required.
- Inspects site plan developments for compliance with the approved site plan.
- Oversees the coordination of municipal approval of utility consent applications.

- 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, as required.
- 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.
- Assists the Senior Project Manager in supervising the construction of municipal services within development. This includes conducting and attending related construction meetings, supervising the field operations of contractors and ensuring that all materials, operations and construction conform to specifications.
- Ensures the project is delivered in accordance with City and Provincial guidelines in a cost effective, efficient and timely manner using a “best practices” approach.
- Conducts field inspections as needed, investigates project concerns and attends 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.
- Assists in the identification of 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 (20%)

- 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.
- Attends meetings as required for complicated submissions.
- Assists with all aspects of industrial development in compliance with approved Engineering Development Standards, related master Plans, the Official Plan and best management practices.
- Assists the Senior Project Manager in the development and implementation of industrial development engineering policies and procedures.
- Interacts with stakeholders as required including the implementation of development agreements.
- Reviews and verifies development design and agreements to ensure municipal policy compliance and construction requirements.

Budget (30%)

- Assists the Senior Project Manager in coordinating and managing the project team to meet project timelines on time and on budget.
- Makes recommendations and maintains costs associated within project responsibilities and monitoring budget expenditures.
- Responsible for assisting to maintain the project budget

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.
- Assists the Senior Project Manager in the preparation of reports, as required.
- Liaises with developers and consultants and outside agencies on industrial design and construction matters, as required.
- Prepares and presents engineering comments for internal discussions and meetings.

Note: The duties and responsibilities outlined above are representative but not all-inclusive.

All activities are expected to be performed in a safe manner in accordance with the Occupational Health and Safety Act and its Regulations along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition. This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Supervisor" and "Duties of a Worker".

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering or Licensed Engineer Technologist (LET).
- Professional designation of and as P.Eng. with Professional Engineers Ontario or LET designation.
- Minimum of five (5) years of engineering experience including survey, design, tendering, contract administration, inspection, and project management.
- Experience using water distribution, sewer, storm management and lighting design software.
- Working knowledge of AutoCAD Civil 3D software.
- Highly organized with the ability to multi-task and prioritize workloads in a fast-past environment while maintaining attention to detail and producing quality results.
- Proficient with Microsoft Office Suite.
- 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.
- 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.
- 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.
- Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, other staff and the general public.
- Has sound knowledge and understanding of Provincial and City standards, regulations and by-laws required to process development applications including site plans for engineering approvals.

Work Conditions/Physical Effort/Mental Effort

- Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday); Requirement for evening / weekend work.
- Extra hours regularly required for tight deliverables.
- Position primarily uses computer and is in the office, with frequent visits to construction sites (50% of overall time).
- 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: \$ 77,571 - \$94,288 per annum (Band 11)
- 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 January 30, 2025 at 11:59 p.m.

HOW TO APPLY:

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 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 Salary

Apply Now