

Posting # 2688**Job Title:** Project Manager**Section:** Project Services**Division:** Engineering Services**Department:** Growth and Infrastructure**Initial Reporting Location:** Tom Davies Square**Job Status:** Permanent Position**Number of Vacancies:** 1**Affiliation:** Non union**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** n/a**Range of Pay:** Group 13 - \$3,851.40 to \$4,533.90 bi-weekly**The start date will follow the selection process.**

This position is eligible to [work remotely](#) on a part-time basis. (Note: Must have the ability to be able to report to a City of Greater Sudbury work location on short notice).

Main Function: The position is responsible to the Manager of Project Services to coordinate and direct the activities of project team members and/or consultants, set objectives, provide guidance for complex issues and manage projects from conception to warranty expiration.

Characteristic Duties: Under the general supervision of the Manager of Project Services.

1. Provide regular financial, schedule and project status reports to the project sponsor and key stakeholders through all phases of the project.
2. Develop, coordinate and implement project management tools including project charter, project schedule, work breakdown structure and stakeholder, risk, communication, quality, commissioning and transition plans.
3. Responsible for the preparation, coordination and oversight of procurement instruments including design (RPF's, RFQ's), setting specifications and preparing cost estimates.
4. Track, document and report on pertinent project information as defined by the Project Management Plan.
5. Recommend human resource requirements and participate in the allocation of project delivery team members such as designers, inspectors, consultants, etc.
6. In conjunction with project delivery team, carry out project work in accordance with expectations of the Project Management Plan to deliver projects on time, on budget and to the required quality standard.
7. Coordinate and direct the activities of team members. Issue directions and sanctions to external resources as necessary.
8. Conduct site visits to ensure work is consistent with contract documents, project objectives, regulations and policies.
9. Coordinate, schedule, prepare agendas, produce minutes and Chair project meetings.
10. Identify, investigate, evaluate and take actions as necessary to mitigate project risks.
11. Approve progress payments. Process contemplated changes in project requirements (e.g. scope, schedules, quality, cost, specifications, contract terms), manage contractor requests and inquiries in accordance with relevant CGS policies and present project issues objectively for consideration by applicable stakeholder.
12. Ensure Construction Data Records (e.g. commissioning documents, as-built drawings, etc.) are accurate, complete and updated within required time frames.
13. Ensure that commissioning, closeout and warranty review processes are completed.
14. Ensure quality control/quality assurance testing is conducted and records are maintained as part of the project documentation.
15. Develop presentation materials, coordinate and attend public consultation sessions. Liaise with affected stakeholders to discuss and resolve concerns. Mediate disputes between project participants.
16. Participate in the hiring, training and evaluation of Section staff to ensure Project Teams are properly staffed to perform the

functions required. Recommend discipline of Project Team individuals to Section Manager as required.

17. Act as Management's representative in the grievance process as required.

18. Act as CGS's representative for project-related litigation matters. Liaise with Legal Services, Risk Management, CGS's insurance adjuster and other stakeholders on matters relating to claims and other project disputes.

19. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein, ensuring due diligence is maintained.

20. Perform other duties as assigned.

Qualifications:

Education and Training:

- University degree in a related discipline from a recognized University with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Project Management Professional (PMP) certification is an asset.
- Membership in the Professional Engineers of Ontario (PEO) is an asset.

Experience:

- Minimum of three (3) years of directly related and responsible experience.
- Municipal and public sector experience a definite asset.
- Experience coordinating project delivery teams an asset.
- Experience in the co-ordination of employees and work assignments as well as dealing with the general public.

OR

Education and Training:

- College diploma in a related discipline from a recognized Community College with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Project Management Professional (PMP) certification is an asset.
- Certification through OACETT as a Certified Engineering Technologist is an asset.

Experience:

- Minimum of five (5) years of directly related and responsible experience.
- Municipal and public sector experience a definite asset.
- Experience coordinating project delivery teams an asset.
- Experience in the co-ordination of employees and work assignments as well as dealing with the general public.

Knowledge Of:

- Project delivery and standardized project management methods.
- Related general civil and mechanical design principles and practices on multi-discipline projects.
- Applicable legislation and regulations, as well as CGS policies and procedures.
- Best practices within areas of responsibility.
- Proven ability to work with computer software systems including engineering, project management, scheduling and word processing software.
- Quality control, quality assurance, project commissioning and closeout related to projects.

Abilities To:

- Understand and meet the needs of stakeholders.
- Establish effective working relationships with stakeholders including staff, CGS Council, contractors, consultants, external agencies and members of the public.
- Write reports, correspondence, briefing notes and develop presentation materials.
- Coordinate and manage the financial, human and physical resources in an efficient and sustainable manner.
- Prepare contract documents and have an understanding of contract law.
- Manage conflict, mediate disputes, negotiate change orders and assist in reaching consensus.
- Adjust to shifting priorities and deadlines. Balance conflicting demands from stakeholders.
- Create enthusiasm and motivation for project delivery teams to pursue CGS's service level targets.
- Identify and mitigate risks.
- Lead and participate with change management.
- Advocate, promote and implement best practices.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.
- Strong interpersonal skills.
- Personal commitment to address demands from internal and external stakeholders.

Language:

- Excellent use of English; verbally and in writing.

Other Requirements:

- Will require the use of a personal vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Supervisory\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,500.70 to \$4,120.20 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, February 13, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca