



## City of Niagara Falls **POSITION VACANCY**

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>2025 - 03</b>
Position:	<b>Project Manager</b>
Type of Vacancy:	Permanent (Two Vacancies)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	City Hall (4310 Queen Street)
Salary/Wage Range:	\$97,097 to \$121,371 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	January 20, 2025
<b>Closing Date:</b>	<b>February 21, 2025 at 4:00 pm</b>

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs) Applications must be submitted online and will be accepted until **4:00 pm on February 21, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

**CITY OF NIAGARA FALLS**  
**POSITION DESCRIPTION**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Project Manager

**POSITION SUMMARY:** Under the direction of the Manager of Engineering, responsible for managing capital works projects including the planning, design, and contract preparation.

**DIVISION / DEPARTMENT:** Municipal Works / Engineering

**RESPONSIBLE TO:** Manager of Engineering

**SUPERVISES:** N/A

**RESPONSIBLE FOR:**

1. Responsible for the planning and preparation of engineering studies which may include preparation and administration of Request for Proposals, Requests for Quotes or terms of reference and compliance with the Class Environmental Assessment process.
2. Responsible for the technical review, planning, scheduling and control of capital works projects (sewer, watermain and roads) which includes the engagement and oversight of external consultants and internal staff. Sign and seal documents as required. Administer design contracts. Manage / evaluate consultants. Manage and track Consultant invoicing.
3. Responsible for contract/tender preparation and ensuring that all City Capital Works Tenders are in accordance with contract law, provincial legislation and best engineering practises. Remain current with respect to updates and/or accepted changes to contract law, provincial legislation and best engineering practises.
4. Administer construction contracts. Manage / evaluate Contractors. Manage disputes and stakeholder expectations. Manage and track Contractor payment certificates and change work orders.
5. Provide technical assistance and resource to the Manager of Engineering and Director of Municipal Works/City Engineer. Provide technical assistance to other City departments or provide technical support for claim resolution.
6. Prepare council reports that provide recommendations supported with background information / documentation and presentations as required.
7. Liaise and coordinate projects with the public / ratepayers, other City Departments, private utilities, City interest groups (such as BIAs) and other government agencies.
8. Facilitate PICs and public meetings, respond to public inquiry, and act as City representative. Chair internal and external stakeholder meetings, prepare addenda, minutes, notices, presentations, advertisements, etc.
9. Research and review new technologies and provide recommendations for utilization as requested by senior management. Remain current with respect to the latest engineering practices.
10. Perform job in accordance with City policies, procedures, etc. Review and recommend updates to policies and procedures where necessary.
11. Prepare project cost estimates, capital budgets and prepare, submit and manage funding applications. Coordinate Capital projects (timing, budget, resources, expectations, etc.) with other City departments.

12. Prepare, submit, obtain and comply with all required permits and approvals. Sign and seal permit documents as required.
13. Other related duties as assigned.

**POSITION REQUIREMENTS:**

- Minimum Education: Three (3) Year College Diploma in Civil Engineering Technology or approved equivalent. University Degree in Civil Engineering is preferred.
- Minimum Professional Designation: Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C.Tech) with equivalent experience. P. Eng. is preferred.
- At least five (5) years of experience in design, construction and contract administration of Municipal sewer mains, water mains, roads and sidewalks is essential.