



# TEMPORARY FULL-TIME MANAGER OF CAPITAL DELIVERY

## COMPETITION NO.: GI-2025-03

(Maternity/Parental Leave Replacement)  
(approximately one year beginning May 2025)



<b>Posting Date:</b>	February 3, 2025	<b>Closing Date:</b>	February 14, 2025
<b>Department:</b>	Growth & Infrastructure	<b>Hours per Week:</b>	40 Hours
<b>Benefits Entitlement:</b>	No	<b>Existing Position:</b>	Yes
<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions		
<b>Salary Level 210:</b>	\$116,702 – 145,878 (2024)	<b>Union:</b>	Non-Union

### Position Summary

The Manager of Capital Delivery assumes responsibility for supervising corporate capital delivery, leading a diverse team and collaborating with consultants and contractors. Their role involves overseeing planning, project budgeting, environmental assessments, and the design/construction of various municipal infrastructure components and city facilities. This includes municipal water distribution, wastewater systems, stormwater collection, solid waste disposal, and all city owned facilities. The position encompasses business planning, financial management, public communication, Council reporting, and technical expertise to ensure project delivery aligns with Municipal strategy, commitments, and goals.

### Duties

- Lead a team of professionals in overseeing the entire lifecycle of capital works projects, from initiation to completion, including tasks such as conceptual design, environmental assessment, public meetings, and contract administration
- Oversee the design, tendering, and construction phases of projects related to corporate capital initiatives
- Develop, implement, and manage policies, procedures, standards, and guidelines for efficient project implementation, delivery, and completion
- Review and approve payments within specified limits, ensuring quality controls, assurances and mechanisms are in place to manage expenditures and promote operation reliability and efficiency
- Provide guidance to staff, senior management, and Council on construction methods, standards, codes, and procurement processes
- Collaborate with the Finance Department to manage and report on asset management plans and conditions.
- Support the Finance Department in prioritizing and assessing risks within the asset management program, ensuring alignment with the corporate asset management plan
- Review technical reports and studies, offering insightful comments
- Offer project advice and technical guidance as required
- Collaborate with Directors and Managers to prepare and submit the annual capital budget
- Actively communicate and mitigate any inconvenience to residents, businesses, and the community during construction activities, addressing stakeholder concerns
- Take responsibility for presenting Council reports on municipal infrastructure improvements and planning matters to Council
- Participate in and support the City's Continuous Improvement Program (CIP) to identify enhancements in service delivery, while also evaluating project outcomes and processes to drive Continuous Improvement

### Qualifications

- Graduate of post-secondary education in Civil Engineering, Construction Management, Business Administration
- A Professional Engineer (P. Eng.) in good standing with the Professional Engineers of Ontario (PEO) or a Certified Engineering Technologist (C.E.T.) with OACETT (Ontario Association of Certified Engineering Technologist and Technicians) considered an asset
- Professional (PMP) designation with the Project Management Institute is required
- Minimum of three (3) years of experience in leading projects
- Demonstrated understanding of engineering theories and principles, including knowledge of Canadian/American Engineering standards
- Demonstrated leadership ability to coordinate, plan, supervise, and direct the work of others
- Strong effective report writing and project management skills
- Ability to effectively communicate at all levels of the organization; coupled with extremely effective negotiation, facilitation and conflict resolution skills
- Highly proficient in computer literacy utilizing MS Office software applications
- Strong technical knowledge of Municipal capital works
- Possess a valid Ontario 'G' Driver's license
- Current and Clear Criminal Record Check

### How to Apply

To apply for this position applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **February 14, 2025**

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*