



Job Title: Capital Project Supervisor

Job Opening: # 42374

Required: 1

Business Unit: Community Services

Division: Seniors Services

Location: St. Catharines, Ontario

Standard Hours: 35.00 / week, Temporary Full-Time

Salary Range: \$100,640.00 - \$118,400.00

Close Date: 2025-05-19

Approximate Duration: 18 months

Please note that while the primary working location for this position is listed as Linhaven Home (St. Catharines), the successful applicant will be required to work across all (7) of Niagara Region's Long-Term Care homes as required.

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Job Summary

Reporting to the Manager Long Term Care (LTC) Facilities, the Capital Project Supervisor is responsible for overseeing and managing various project and activities associated with managing capital projects. This role coordinates with various vested parties both internal and/or external, to facilitate planning, execution, monitoring and reporting. In addition, the role is responsible for financial, project and administrative support, and for project specific

communication and collaboration within cross functional teams. The role is required to independently manage some Tier 2 projects as required and under the direction of the Manager, LTC Facilities.

Education

- Post-secondary degree in Civil, Mechanical, Electrical or Environmental Engineering or a related discipline.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- At least 5 years' experience in managing capital projects, preferably in a municipal setting.
- Strong knowledge of project management principles, practices, techniques and tools.
- Excellent organizational, leadership and communication skills.
- Proficiency in project management software and tools.
- Project Management Professional (PMP) designation is preferred.

Responsibilities

Manages and delivers Tier 2 capital project(s), ensuring compliance to requirements and adherence to budget and schedules as assigned, and under the guidance of the Manager, LTC Facilities manages the Tier 3 project throughout the lifecycle; including initiation, planning, environmental assessment, design, construction, commissioning, and close-out. (40% of time)

- Ensures projects adhere to framework and all documentation is maintained appropriately. Prepares and edits project documentation.
- Coordination of project schedule, scheduling workshops, inviting correct attendees, coordinating facilities, managing resources needed to execute project deliverables.
- Prepares agendas and coordinate team meetings supporting project management team. Reviews and circulates meeting minutes and follow up on action items.
- Ensures all documentation is complete, properly formatted (according to project requirements), versioned and stored in the appropriate locations.
- Assists with preparing RFP and RFQ documents.
- Identifies risks and opportunities and look for strategic insights. Functions as the escalation point for project specific issues.
- Maintains project documentation on changes to project (i.e., scope, budget, schedule, risks, and stakeholder issues).
- Identifies opportunities for continuous improvement in project processes, reporting and resourcing.
- Assists with warranty and deficiency management.

Project Monitoring and Reporting (20% of time)

- Attends regular site visits to monitor project progress.
- Maintains and monitors project schedules, milestone deliverables, work hours, budgets, and expenditures.
- Ensures project management logs and action items are up to date and accurate, per the project requirements.
- Follows up on assigned action items and track those to closure.
- Reviews and communicates project changes.

- Assists in the development of Council Reports and other vested party reports.
- Assists and coordinate with legal, financial and procurement matters.
- Works with team to define and measure project metrics.
- Develops project dashboards and reports to measure performance.
- Gathers data and reports on project metrics.

Project Communication and Engagement (15% of time)

- Develops and maintains relationships and communication with internal and external partners to support core objectives of the project.
- Ensures all project documents are issued and filed in a timely manner.
- Maintains communication logs – including meeting minutes, correspondence, etc.
- Communicates project expectations, changes, and scope to team members, in a timely and clear fashion.
- Motivates team members and encourages them to take positive action and accountability for their assigned work.
- Continually seeks opportunities to increase customer satisfaction.
- Builds and maintains relationships with partners.
- Liaises with vested parties on an ongoing basis.

Supervises staff, coordinating and planning work, providing work direction, assigning tasks and projects, determining methods and procedures to be used, monitoring quality of work, resolving problems, and ensuring assigned results are achieved. (15% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- In conjunction with the Manager provides training and development, coaching and discipline when necessary, and manages staff recruitment.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances, and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Financial Management (10% of time)

- Develops, Manages, and administers, Capital budgets and 10 year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed. in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning. Authorize and administer the acquisition of goods and services in

accordance with the procurement policy. Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.
- Provides on call 24-hour, 7 day per week emergency service on an alternating rotation with the Manager, LTC Facilities and Supervisor Building Services.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by May 15, 2025 – Job Opening ID #: 42370.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Email: myhr@niagararegion.ca
- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON L2V 4T7 – Human Resources Department