



We're looking for a Project Manager, New Build Capital Projects (Contract up to 3 years) to join Clarington's Public Services team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

We are seeking an experienced and highly motivated Project Manager to oversee construction projects from inception to completion. The ideal candidate will have a strong background in construction management, excellent leadership skills and the ability to manage multiple projects simultaneously. You will be involved in managing multiple new build projects ranging in values from \$5 million to \$110,000 million including South Bowmanville Recreation Centre and Public Works and Fire Services Joint Facility. This position will report to the Deputy CAO, Public Services.

What you'll be doing

As a Project Manager, New Build Capital Projects, your responsibilities include but are not limited to:

- Planning, coordinating and managing all aspects of commercial construction projects, including budgeting, scheduling and resource allocation.
- Ensuring projects progress are according to schedule, are completed on time, within budget and to the highest quality standards.
- Directing architects, engineers, contractors and other stakeholders to ensure project requirements are met.
- Coordinating the review of proposals presented by architects and engineers.
- Monitoring project progress and adjusting as necessary to ensure successful project delivery.
- Conducting regular site visits to inspect work, ensure compliance with safety regulations and address any issues that arise.

- Preparing and presenting project reports to the Steering Committee or Council as appropriate.
- Managing project documentation including contracts, permits, payment certificates and change orders.
- Leading Project meetings and communicating effectively with project team members.

What you bring

The successful candidate will have:

- Post Secondary education in Construction Management, Civil Engineering, or a related field.
- Minimum of 5 years of experience in Institutional, Commercial or Industrial construction project management.
- Proven track record of successfully managing complex construction projects from start to finish.
- Strong knowledge of construction methods, materials, and regulations (NBC, OBC, Construction Act, OHSA, environmental requirements)
- Excellent leadership, communication, negotiation, and organizational skills.
- Proficiency in project management software and tools.
- Ability to work in a high stress environment and meet tight deadlines.
- PMP or similar certification is considered an asset.

What we offer

- Salary: Grade 9 (\$121,988 - \$148,278) of the 2025 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week with the flexibility to attend evening and weekend meetings (on and off site) as required. Additional information and requirements

We are an equal opportunity employer

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by **June 6, 2025, at 11:59 PM.**

We thank all applicants for their interest. However, only those under consideration will be contacted.