

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) FACILITIES PROJECT MANAGER – CAPITAL PROJECTS Permanent Full Time	
<b>JOB ID:</b> C37-25	<b>LOCATION:</b> Hybrid- 30 Centre St., Orangeville
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on May 23, 2025

Reporting to the Facilities Manager, the Facilities Project Manager – Capital Projects provides leadership, technical advice, and administrative support for all Facilities related Capital projects within the entire County portfolio, ranging from County administrative buildings, community housing, long-term care home, etc. The Facilities Project Manager – Capital Projects collaborates with several teams and acts as the primary conduit of collaboration between the Facilities Management Division and the Dufferin Oaks Long-Term Care Home Environmental Services team. The Facilities Project Manager – Capital Projects will be responsible for identifying the need for and obtaining 3rd party engineering design and technical reports, coordination of project related procurement documents, the management of start-up, construction, and close out phases of the project life cycle, and updating of Capitalized asset inventories. This role acts as a liaison between other County departments, outside agencies, stakeholders and the public, helping to centralize the overall workflow of Capital projects for the Facilities division.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$49.78 – \$58.24 (January 1, 2025 Non-Union Pay Grid)
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Regularly visit construction/work sites to assess quality of work and progress of work and liaise with Contract Administration staff to inform subsequent
- Undertake Contract Administration duties related to Capital works projects to ensure all work is completed in accordance with the project standards and specifications.
- Perform all work and negotiations related to payment certificates, change orders, and certificates of substantial completion relating to Capital Works projects.
- Provide direction to contractors, consultants, the public, and other Facilities/Environmental Services staff on construction-related work and take appropriate action to resolve problems or concerns.
- Review project related invoices and payments and project related expenditures against budgets for assigned projects.
- Coordinate the development of engineering designs and Capital Works construction contracts.
- Develop project scope and related cost estimates to inform Divisional budgets.
- Assist the Facilities/Environmental Services leadership staff to effectively plan and execute Capital projects from the preliminary design stage to final assumption by the County.
- Secure approvals from Conservations Authorities, Ministries, Provincial, Federal, etc. to enable assigned projects to proceed.
- Provide direction to consultants in the preparation of specifications and tender documents; edits reports and project documents for approved projects.
- Act as liaison and point of contact with all key project specific stakeholders including other internal

County Departments, external municipal personnel, permitting agencies, etc.

- Assist in the development of best practices, policies and procedures by soliciting feedback and suggestions from staff.
- Other duties as assigned

### **What you'll bring**

- Post-secondary degree or diploma in a Construction Management related program
- Certified Engineering Technologist (C.E.T.)
- Five (5) years experience in a municipal public works and/or facilities management department or related environment.
- Two (2) years project coordination and project management experience in the areas of building construction including the on-site experience in the management of new construction and the restoration of existing assets, as well as experience and knowledge with construction contract administration.
- Two (2) years experience in a supervisory role
- Experience reading and interpreting site plans, engineering design plans, and structural drawings and specifications.
- The ability to effectively plan and execute construction projects from initial project planning stages through to final assumption by the County.
- Excellent problem-solving skills, interpersonal and communication skills, and the ability to work both independently and as part of a team.
- Valid Class G driver's license and access to reliable transportation required.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by June 9, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.