



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 12.25 (1 vacancy) REPOST

**Title:** Project Manager, Master Planning

**Job Code:** 8ENPMP

**Status:** Permanent Full time

**Employee Group:** Non-Union

**Wage Band:** \$89,748 - \$112,186 per annum (under review)

**Division:** Public Works

**Department:** Engineering and Asset Management

**Reports To:** Director, Engineering and Asset Management

**Location:** Simcoe, ON (combination of office and remote work as required)

**Posting Period:** June 23, 2025 to July 8, 2025

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### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/9B808628B3>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca/employment)



**Scope of the Position:**

Reporting to the Director, Engineering the Project Manager will take lead accountability for the development of the Master Plans (water, wastewater, stormwater, transportation) to support sustainable development and guide our capital plan.

The position will be required to work closely with other Divisions and lead a cross-functional team to deliver successful masterplans.

**Knowledge and Experience:**

- Undergraduate or community college degree or community college diploma in engineering, environmental or a related field.
- Minimum five years' experience beyond university or community college graduation in an engineering or environmental department with a municipality or multi discipline consulting, working predominantly with municipalities.
- Certified Engineering Technologist (C.E.T.) or Professional Engineer (P. Eng) designation is required.
- The Project Management Professional (PMP) designation considered an asset

**Skills and Abilities:**

- Understanding of the Acts and Regulations governing the water, wastewater, stormwater, and transportation networks.
- Understanding of the Planning Act and related Growth Management Studies that inform Master Planning Studies to ensure outcomes intentions to align capital improvement/expansion plans with growth demands, and, as necessary introduce/amend Official Plan Policies pertaining to servicing requirements/and or objectives that need to be met in order to ensure sustainable and supportable development.
- Understanding of the Development Charges Act along with practical experience in the development of Background Studies used to define and quantify projects eligible for inclusion in the determination of the Development Charge for both residential and non-residential development.
- Understanding of Process Improvement methodologies and practices
- Customer service mentality and ability to work with others
- Demonstrated ability to communicate and deal with stakeholders, customers, senior leaders, regulators and elected officials leveraging technical reports, presentation, and business plans.

- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act
- Valid Ontario driver's license and access to a reliable vehicle

**Position Description:**

- The Project Manager leads a cross-functional work team as directed by the Director, Engineering to develop water, wastewater, stormwater and transportation master plans.
- Participate in multi-disciplinary teams from all areas of the County and outside agencies in order to address Divisional, Departmental, and Corporate initiatives.
- Interact with consultants on Divisional projects including the preparation of specifications and terms of reference, overseeing the collection of data and reviewing/commenting on consultants' reports and recommendations.
- Participate in the development and implementation of the Divisional operational (work) plan that includes goals, objectives and performance indicators for organizational units; and monitor and prepare reports as required.
- Develops policies and procedures related to infrastructure planning and systems design practices
- Procure and manage external consultants to deliver master plans in accordance with terms of reference and industry best practices
- Recommends public consultation techniques and leads public information sessions
- Liaises with external agencies such as the Ministry of Natural Resources, Ministry of Environment, Conservation and Parks, Ministry of Transportation, neighbouring municipalities, Conservation Authorities, and stakeholder groups
- Assist in the implementation of initiatives oriented to improve the efficiency and effectiveness of Divisional operations.

- Prepare consultant and contractor procurement documents and monitor associated project budgets and schedules.
- Write reports, prepare and deliver presentations, facilitate meetings, and compose correspondence related to major responsibilities.
- Assist in updating the 10 year capital and operating budgets to reflect Master Plans updates and asset management best practices

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.