



## **Project Manager, Recreation, Facilities and Culture**

Permanent Full-Time

**J0625-0579**

The Town of New Tecumseth is looking for a Project Manager, Recreation, Facilities and Culture to join our team.

### **Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

### **What we promise:**

- flexible work environment, including **ability to work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Under the direction of the Director, Recreation, Facilities and Culture (RFC), the Project Manager, RFC is responsible for planning, leading and managing assigned major projects relating to facility feasibility and design, new construction or renovation/retrofit, master plans and special projects or initiatives relating to but not limited to corporate infrastructure (Administration buildings, Operations Centres/Yards, Fire Stations, Community Centres, Public Libraries, Heritage Properties and other City owned or leased facilities). They will supervise, review and direct work of multi-disciplinary consultants, engage external parties and administer associated contracts in the planning, design, prequalification, tender, construction and contract administration of these projects to final release. In addition, the Project Manager will provide support to special projects within RFC that may include recreation or parks planning, parkland development or departmental strategic planning exercises. The Project Manager will collaborate with internal and external stakeholders, develop and execute community consultation processes, develop capital programs, and contribute towards designing public spaces.

### **How you contribute to our organization:**

- Undertakes studies to identify long and short-term needs of the Municipality's Facilities and Property network through the coordination of studies and issuance of Request for Proposals (RFPs), to facilitate Municipal Class Environmental Assessments (MCEAs), Master Plans, etc.
- Prepares Request for Proposals (RFP), Request for Quotations (RFQ), and tender documents. Reviews submissions, participates in the selection of proponents and awards, and makes recommendations to senior staff.
- Reviews, examines, and provides comments on drawings, plans, reports, and specifications, regarding development applications and capital projects to ensure compliance to applicable guidelines, practices, procedures, standards, and regulations, forwarding comments to Director for review when required. This involves the review of plans and designs of facilities and parks-related systems including parking lots, pavement markings, parks, and facilities - signage, control signals, and video monitoring.
- Recommends acceptance of final design drawings and reports to the appropriate supervisor.
- Assists in the development of project related capital budget submissions and associated operating costs.
- Implements recommendations set out in EA's, Master Plans, Studies, and municipal initiatives as it relates to facilities and properties.
- Authors technical reports, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Director.

- Prepares reports to Council in keeping with the department's practices with respect to timelines and completeness, on matters such as facilities and property project budget estimates, tender awards, construction projects, and master plans.
- Acts as the Town's representative and liaison with the public, property owners, stakeholders, utilities, consultants, internal departments, Council, and other levels of government, in a professional and respectful manner, on matters relating to the Town's facilities and property projects, including obtaining the necessary approvals as required.
- Prepares and processes financial documents such as invoices, progress payment certificates, holdbacks, and other financial documents related to the project for approval and signature of Manager and Director.
- Monitors the installation of facilities and property infrastructure to ensure conformance with design drawings and specifications.
- Attends evening meetings, such as public meetings, resident meetings, Committee of the Whole and Council, etc. as required.

**What you bring to the team:**

- Post-secondary diploma or degree in Architectural Technology, Landscape Architecture, Project Management or Construction Management, or related discipline required.
- A valid driver's license in good standing and a reliable mode of transportation for use on corporate business is required.
- Association of Architectural Technologist of Ontario (AATO), Accredited Member, and/or Certified Engineering Technologist (CET) Designation required, or equivalent education and experience.
- Registration with Project Management Institute (PMI) as a certified Project Management Professional (PMP) Designation and willingness to complete within a reasonable timeline that is approved by Department leader is preferred.
- Requires 3-5 years of experience in a relevant related position. Work experience must include extensive project management and contract administration experience in planning, coordinating, designing and constructing, complex, multidisciplinary projects in a municipal environment.
- Knowledge of applicable legislation, bylaws, legal proceedings, codes and standards, and the ability to interpret same, including, but not limited to the Municipal Act, Planning Act, Accessibility for Ontarians with Disabilities Act, Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act, Employment Standards Act, Ontario Building Code, Electrical Safety Code, National Fire Code, Construction Lien Act, Highway Traffic Act, Clean Water Act, Conservation Authorities Act.
- Knowledge of applicable construction contracts and agreements, such as Ontario Association of Architects (OAA) documents, Canadian Construction Documents Committee (CCDC) construction documents and contracts, bonding and insurance requirements, and other related legislation and regulations.
- Strong written and verbal communications skills to prepare reports and keep stakeholders informed.
- Working knowledge of computer software systems and techniques applicable to project management, design coordination and administration.
- Excellent organization and time management skills to oversee and coordinate multiple projects.

**Salary:** \$86,354.00 - \$107,937.83, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, Monday to Friday

**Location:** Town's Administration Centre (24 Tupper Street West, Alliston ON)

**Start Date:** July 14, 2025

**To apply, please submit a cover letter, resume and copies of the required credentials (diploma/degree) by July 2, 2025.**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0625-0579&BRID=EX322400&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.