



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Project Manager **Posting Number:** V-201-25

Department: Safety & Facilities Services **Branch:** Facilities Management Services

Location: City Hall, Oshawa, ON.

Posting Start Date: 2025/08/22 **Posting End Date:** 2025/08/29 by 4:30p.m.

Employment Group: Exempt **Salary Grade:** P- \$107,588 - \$126,575 per annum

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Manager, Capital and Technical Services, the Project Manager, is responsible for the coordinated management of multiple projects and is responsible for all aspects of the project from concept to completion (initiate, plan, execute, control and close). This position is responsible for assembling the project team, assigning individual responsibilities, identifying appropriate resources needed and developing a schedule to ensure timely completion of the project.

Responsibilities:

- Manage and coordinate the project management function including, but not limited to, budgeting, resource allocation, stakeholder communication and site inspections over the entire project life cycle for all capital projects;
- Manage contractors and sub-trades through regular meetings to ensure quality control, health and safety standards, contract compliance, project completion/review and warranty;
- Identify and implement risk management strategies through the lifecycle of the project

- Manage project/contract administration including cost, schedule and change order control through ongoing monitoring and review against approved budget;
- Liaise with project stakeholders and provide project management services including developing scope of work, detailed design/drawings, coordination of client department needs, bid preparation and document/permit maintenance and approvals and assisting with consultant selection and management
- Contribute to the overall success of the Branch by enhancing existing and identifying opportunities for new processes, artifacts, policies, procedures, and standards
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge and skills associated with the completion of a University Degree (4 years) in the field of Engineering, Architecture, Landscape Architecture or Environmental Planning/Management, and a minimum seven (7) experience in construction project delivery and project management implementation and support. An equivalent combination of relevant education and experience will be considered
- A Project Management Professional (PMP) designation and technical training in building sciences is an asset. Municipal experience and knowledge of municipal business processes and systems would be preferred
- Experience and demonstrated ability to lead technical teams and projects
- Facilitation skills to generate collaboration among cross-functional teams and the ability to nurture working relationships with different levels of staff from various business areas
- Extensive knowledge of project management processes and project methodologies specific to land development and construction in order to plan and deliver projects
- Exceptional communication skills to write technical reports, make oral presentations, work with various City staff members, and to conduct business with industry leaders
- Ability to understand and interpret engineering, architectural and other technical drawings and specifications for the purposes of accuracy, constructability and implementation
- Management competencies including results/achievement focus, human resources management, leadership, financial management, business planning, decision making/judgement, representation and professionalism and job knowledge
- Possession and maintenance of a valid, unrestricted Ontario Driver's Licence, minimum Class "G"

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

To be considered for this position, please email your application (cover letter and resume) to Posting201@oshawa.ca, clearly stating the position title in the subject line.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.