

## **The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity**

# **Project Manager**

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Project Manager."

#### **Position Summary:**

Reporting to the Manager of Growth and Development, the Planner assists in managing larger, highly complex planning assignments, processes applications in relation to the Planning Act and Condominium Act, reviews and interprets applicable legislation and policies of the Municipality in order to complete technical evaluation of a full range of development applications, and advises stakeholders on planning matters.

#### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

#### **Duties and Responsibilities:**

- Apply sound project management practices and methods during the entire project lifecycle including planning, design, construction, commissioning.
- Undertake and coordinate engineering studies to identify short and long-term needs of the Municipality's infrastructure such as Municipal Class Environmental Assessments (MCEAs), Master Plans, feasibility studies, etc.
- Responsible for budgeting, planning and implementing capital projects as part of the 10-year capital program.
- Lead multi-disciplinary teams through the project management of various projects as required in the 10-year capital program including:
  - Design & Construction of Roads, Water mains, Sanitary Sewers, Storm Sewers, Pumping Stations and Treatment Facilities;
  - Completion of Engineering Studies (i.e. Road Needs, Water Rates);
  - Completion of Environmental Assessments.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.

- Responsible for the technical review, background review, planning, scoping, scheduling, public engagement and control of capital works project deliverables and final product, which includes the engagement and oversight of external consultants and internal staff.
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract awards to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.
- Monitor, document and oversee consultants to ensure projects advance as planned and designs are completed to meet project objectives. Review and collaborate with design consultants to ensure efficient and cost-effective deliverables. Ensure design drawings, supporting documents and reports are updated as required.
- Administration of construction contracts including coordination of Contract Administration / Site Inspection consultants, ensuring effective quality control and change management, addressing disputes, ensuring effective stakeholder engagement, manage contractor payment certificates and change work orders.
- Prepare and process financial documents such as invoices, progress payment certificates, holdbacks, grant funding reporting, and other financial documents related to the project for approval and signature of the Director.
- Responsible for oversight of construction work.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications etc.
- Respond to emergencies on construction sites where required and arranges for corrective measures.
- Provide technical assistance to the Director, and the Environmental Services and Public Works teams.
- Promote, build and maintain strategic relationships between the Municipality and external entities including surrounding Municipalities, Middlesex County, Provincial and Federal agencies, the public, landowners and service providers.
- Prepare Council reports, provide recommendations, information and advice to Council, and attend and present at Council meetings as required.
- Respond to public inquiries, adhering to the Municipality's Customer Service Standard policy.
- Perform technical review of third-party development designs.
- Facilitate Public Information Centres and public meetings, respond to public inquiry, and act as a Municipal representative. Chair internal and external stakeholder meetings, prepare addenda, minutes, notices, presentations, advertisements, etc.
- Provide direction and technical support to staff and act as the project lead for complex capital projects.
- Understand and work within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures.
- Perform other related duties and undertake special projects as assigned.

### **Qualifications:**

- Minimum diploma in Civil Engineering or related field
- Certified Engineering Technologist (C.E.T.) designation or Professional Engineer (P. Eng.) designation licensed in the Province of Ontario
- Minimum three (3) years of experience in delivery of multiple, concurrent road and/or water/wastewater capital infrastructure projects including planning, design, construction, construction contract administration and commissioning
- Certified Project Management Professional (PMP) designation considered an asset
- Demonstrated knowledge and experience as it pertains to water/wastewater pumping and treatment process infrastructure considered an asset

- Sound judgment and professional tact to gain cooperation and compliance from the general public, contractors, and industry professionals (Engineers and Architects)
- Able to attend meetings outside normal work hours as required
- Excellent communication and time management skills
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), virtual meeting platforms and project management software
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

### **Compensation:**

**Wage:** Band 6 – \$84,593.60 to \$105,742.00 per year (2025 rates)

**Benefits:** Comprehensive benefits plan including enrolment in the OMERS pension plan.

**Posting Type:** Existing vacancy

**Closing Date:** September 26, 2025 @ 12:00 PM

*Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.*

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*