
Non Union

Job Title Project Manager Transportation Engineering

Job Opening Id: 43857

Required: 1

Business Unit: Public Works

Division: Transportation

Location: Regional Headquarters

Standard Hours: 35.00 / week

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary Grade: 6

Salary Range: \$100,640.00 - \$118,400.00

Post Date: 2025-11-11

Close Date: 2025-11-24

Important Notices & Amendments

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New

York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

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Job Summary

Salary Pending Review

Reporting to the Manager Capital Projects, the Project Manager Transportation Engineering is responsible for administering and managing all aspects of transportation and municipal infrastructure capital projects for the Transportation Division.

Education

- Post-secondary diploma or degree in civil engineering or a related discipline; a degree is preferred.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- A Certified Engineering Technologist (CET) with 7 years of project management experience in areas of planning, design, and implementing capital transportation projects *OR*

A Professional Engineer (P.Eng) designation with 5 years of project management experience in areas of planning, design, and implementing capital transportation projects.

- Demonstrated experience in both design and field execution of capital transportation projects.
 - Must hold or be eligible to obtain a valid professional designation in a relevant discipline [e.g., Certified Engineering Technologist (C.E.T.), Licensed Engineering Technologist (L.E.T), Professional Engineer (P.Eng.)].
- Proficiency with Microsoft Office, and MS Project or other project tracking software.
- Working knowledge of the Region's Road design guidelines, Niagara Peninsula Standard Contract Document (NPSCD), Ontario Provincial Standards (OPS), MTO Geometric Design Standards, MTO Roadside Safety Manual, TAC Geometric Design Guidelines, Ontario Traffic Manual (Book 7 – Temporary Conditions) and all applicable legislation and regulations (Occupational Health & Safety Act, Highway Traffic Act, Municipal Act, etc.), and applicable contract law.
- Project Management Professional (PMP) certification is preferred.

Responsibilities

Plans, organizes, undertakes, and implements the delivery of Transportation Capital Projects, verify designs and coordinate projects with professional engineering consultants, utility companies, local area municipalities, Ministry of Transportation, railways, government agencies and other levels of government. (40% of time)

- Assigns work and provides direction on road and structure capital projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects.
- Evaluates and analyzes proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and inspection.
- Manages contract preparation, administration, inspection, and quality assurance during construction phase of the project, ensuring compliance with contract specifications and negotiating changes to contracts.
- Develops project scope and terms of reference for planning and detailed design phases of capital projects.
- Coordinates tender preparation, monitoring bid progress/status.
- Coordinates project construction phases and tasks with local area municipalities, contractors, consultants and the public to administer and fully document all project activities related to transportation capital projects.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Prepares and/or sign applications for required approvals, permits, inspections and services.
- Monitors and evaluates performance of contractors, consultants, and others as appropriate.
- Prepares reports to Public Works and Corporate Services Committee, other standing committees, researching and assisting in the preparation of reports to regional or

municipal councils, or more senior levels of government and other agencies on environmental issues and project-specific topics.

- Prepares designs for municipal infrastructure construction, undertaking design calculations, preparing detailed cost estimates and budgets and providing technical comments on site plans.
- Project lead for Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
- Reviews and verifies engineering reports, designs, contract drawings and specifications to ensure compliance with Regional and industry requirements, policies, procedures, and applicable legislation.
- Investigates insurance claims for damages on construction projects and report of findings, ensuring contractors, consultants, and other 3rd party agencies follow proper processes.
- Receives, investigates and responds to both internal and external enquires, including members of Regional and Local Councils, and the public regarding transportation and municipal infrastructure.
- Ensures compliance with provisions of various contract specifications, procedures, and applicable legislation / Acts.

Develops, Manages, and administers, Capital budgets and 10-year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed, in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning. (15% of time)

- Authorize and administer the acquisition of goods and services in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.
- Allocates project expenditures to the appropriate Tangible Capital Asset as per PSAB requirements and guidelines.
- Research third party funding opportunities and prepares funding applications.

Manages the activities and performance of staff and project consultants, providing work direction, assigning tasks/projects, determining methods and procedures to be used, resolving problems, and ensuring results are achieved. (25% of time)

- Develops project charter and identifies and incorporates interested party interests in developing project scope.
- Communicates and presents project-related information at Regional and local councils, Business Improvement Associations, special interest groups, and coordinates with utility companies, area municipalities, conservation authorities, regulatory agencies (e.g. Ministry of Environment and Climate Change, Ministry of Natural Resources, Niagara Escarpment Commission, Canadian Department of Fisheries and Ocean, Transport Canada, Ministry of Transportation, etc.), railways, and other levels of government (i.e. provincial and federal), or elsewhere as required to promote good public relations and customer service on behalf of the Region.
- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project / construction

updates to promote awareness, good public relations, and customer service on behalf of the Region.

- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other interested parties, etc.
- Leads communications to project team and interested parties for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Sets objectives for project team that align with divisional / department goals and objectives.
- Monitors performance of third-party services and completes consultant / contractor performance reviews and appraisals.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
- Directs staff, third party consultants, and contractors to complete assignments on schedule and within budget.
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Develops internal and external relationships with various departments, LAMs, and agencies. (10% of time)

- Attends committee meetings, chairs meetings with other special interest groups and approval agencies and represents the Department on various engineering related study teams and committees.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
- Researches and prepares reports to Public Works and Corporate Services Committees.
- Communicates project notices, public information centre notices, construction notices, and project / construction updates for residents and local business, local area municipalities, staff and local & regional Councils.
- Tact and diplomacy are required frequently to obtain co-operation of others while dealing with difficult or specialized issues and situations.
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Monitors policies and procedures to ensure compliance, efficiency and effectiveness, identifying opportunities for improvements and providing input into the Section's administrative policies and procedures related to Roads Capital Projects. (10% of time)

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.
- Develops and updates specifications, construction contract documents, Request for Proposal template based on knowledge and experience.
- Develops, researches and recommends new work processes and systems with a continuous improvement focus.

- Research new engineering products, materials, processes, and preparing reports outlining findings.
- Recommends changes to the Niagara Peninsula Standard Contract Document (NPSCD) resulting from site, project specific, and new industry specifications/innovations.

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- Must possess and maintain a valid and unrestricted specified license for the class of the vehicle operated (Class G).
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#43857** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **November 24, 2025**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.