



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Project Manager – Capital Projects (Job ID #2026.02)

Department:	Operations and Infrastructure
Division:	Capital Projects - Linear
Status:	Permanent Full-Time
Location:	Civic Centre
Hours of Work:	35 hours per week
Number of Positions:	1
Salary:	\$116,449 - \$136,230 per year
Vacancy Reason:	New Position
Date Posted:	January 8, 2026
Date Closing:	January 23, 2026

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

The Project Manager's role will be to provide project management, technical expertise and engineering input from planning and inception of projects, through design, construction, and warranty period of infrastructure projects involving roads, water/wastewater conveyance systems and storm water systems within the Town's capital works program. ***For full details, please see attached job description.***

Minimum Qualifications

- Degree or diploma in a relevant Engineering, Applied Sciences or Engineering Technology program from an accredited university or college.
- Professional Engineer (P.Eng.) licenced in good standing with Professional Engineers Ontario; or,
- Certified Engineering Technologist (C.E.T.) member in good standing with the Ontario Association of Certified Engineering Technicians and Technologists, with additional relevant training and two (2) years of additional relevant experience.
- A minimum of three (3) years of directly related experience in projects involving planning, design engineering, construction contract administration and the commissioning of roads, water and wastewater conveyance systems, and storm water management systems.
- Experience in municipal and project financial management, including the ability to analyze and interpret financial data, monitor and track spending against budgets, review and authorize invoices and payment certifications, prepare estimates, budgets and financial reports.
- Strong working knowledge of evolving technologies, in-depth technical engineering and construction knowledge, knowledge of relevant standards, contract documentation and applicable Ontario legislation (Construction Act, Safe Drinking Water Act, Clean Water Act, Ontario Water Resources Act, Environmental Protection Act, Highway Traffic Act, Occupational Health and Safety Act, etc.)

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.

JOB DESCRIPTION

Title:	Project Manager	Division:	Capital Projects
Department:	Operations and Infrastructure		
Reports To:	Manager, Capital Projects - Linear		
Employee Group:	Non-Union		

Position Summary

The Project Manager's role will be to provide project management, technical expertise and engineering input from planning and inception of projects, through design, construction and warranty period of infrastructure projects involving roads, water/wastewater conveyance systems and storm water systems within the Town's capital works program.

Responsibilities

- Management of capital projects, providing input to the planning process and contributing to projects from engineering design, through construction, to close-out.
- Preparation of procurement documents and specifications for the engineering design and construction of capital projects.
- Represents the Town at public consultations, presentations, and face-to-face interactions with the public, contractors and regulatory agencies as required.
- Reviews designs using engineering standards and best practices and provides comment and direction to consultants and contractors.
- Manages assigned projects, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning.
- Researches and makes recommendations to adapt new technologies, techniques and materials in the design and construction of water, wastewater and roads infrastructure.

- Reviews consultant and contractor invoices in the context of approved agreements, identify and resolve disputed matters, makes recommendations on payments in conformance with applicable legislation and Town policies and procedures.
- Understands, interprets and enforces conformance with requirements of agreements and contracts.
- Reviews and evaluates the performance of consultants and/or contractors involved in the design and construction of Town capital works.
- Provides technical expertise and project management skills to control scope, budget, and schedule as well as manage change and risk exposures in relation to project delivery.
- Utilizes computer applications for the purpose of engineering drawings review, report preparation, public meeting presentations and data analysis.
- Manages all project documentation and maintains complete records in Town's filing system.
- Ensures the full involvement of other Town Divisions and Department in the implementation of Town capital projects achieving effective collaboration.
- Ensures that capital works are designed and constructed in compliance with applicable agreements, contract documents, legislative/regulatory requirements and Town policies.
- Builds, maintains and ensures positive working relations, including all correspondence with stakeholders, consultants, building inspectors, contractors and government authorities associated with assigned projects.
- Ensures that any inquiries received from the public and stakeholders are addressed in a timely manner.
- Drafts/develops briefing notes, staff reports, presentation and other materials for Senior Management and Town Council on projects and related matters.
- Contributes to the planning and preparation of the 10-year capital program and budget process.
- Knowledge of, and compliance with, all applicable legislation, regulations, standards of good practice and Town policies and procedures.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- A degree or diploma in a relevant Engineering, Applied Sciences or Engineering Technology program from an accredited university or college.
- Professional Engineer (P.Eng.) licenced in good standing with Professional Engineers Ontario; or,
- Certified Engineering Technologist (C.E.T.) member in good standing with the Ontario Association of Certified Engineering Technicians and Technologists, with additional relevant training and two (2) years of additional relevant experience.

Experience and Expertise:

- A minimum of three (3) years of directly related experience in projects involving planning, design engineering, construction contract administration and the commissioning of roads, water and wastewater conveyance systems, and storm water management systems.
- Experience and strong working knowledge of the principles and practice of project management and construction contract management.
- Experience in municipal and project financial management, including the ability to analyze and interpret financial data, monitor and track spending against budgets, review and authorize invoices and payment certifications, prepare estimates, budgets and financial reports.

- Strong working knowledge of evolving technologies, in-depth technical engineering and construction knowledge, knowledge of relevant standards, contract documentation and applicable Ontario legislation (Construction Act, Safe Drinking Water Act, Clean Water Act, Ontario Water Resources Act, Environmental Protection Act, Highway Traffic Act, Occupational Health and Safety Act, etc.)

Competencies:

- Proficiency with MS Word, MS Excel, MS Project and industry specific software.
- Demonstrated project management skills to lead a project team or work group, collaborate with others, supervise junior staff, organize numerous tasks, set priorities and meet deadlines.
- Excellent verbal and written communications skills in English, strong presentation and interpersonal skills.
- Proactive problem solver; able to apply both analytical and creative thinking to identify effective solutions.
- Ability to provide timely and comprehensive advice to senior management to assist in evidence-based decision making.
- Ability to communicate effectively throughout all levels of the organization, political representatives, consultants, contractors and the public.
- Class G Driver's license in good standing and reliable vehicle to use on corporate business.

Physical Demands and Working Conditions

- Normal office conditions, hybrid working environment
- Frequent site visits to construction sites and operational facilities will be required
- As required, availability to attend evening/weekend meetings or special events and respond to after-hours inquiries.