



# Employment Opportunity

**GEORGINA**

Town of Georgina Human Resources  
careers@georgina.ca



## **Project Manager – Integrated Infrastructure Masterplans (Job ID #2026.30)**

**Department:** Operations and Infrastructure  
**Division:** Infrastructure Planning & Operations Support  
**Status:** Contract, Full-time (1 year contract with opportunity for extension)  
**Location:** Civic Centre (Hybrid)  
**Hours of Work:** 35 hours per week (8:30am – 4:30pm)  
**Number of Positions:** 1  
**Hourly Wage:** \$63.98 per hour  
**Vacancy Reason:** New Position  
**Date Posted:** February 10, 2026  
**Date Closing:** February 24, 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**

This Project Manager role will lead the Integrated Infrastructure Masterplans, covering Sanitary, Water Distribution, Stormwater, and SCADA, from initiation through close-out. The purpose of this role is to oversee external consultants, coordinate cross-disciplinary staff, manage budget, schedule, risks, and stakeholder engagement, and ensure delivery of phased masterplans and model updates that support regulatory compliance (including CLI-ECA refresh requirements), growth readiness, climate resilience, and operational efficiency. ***For full details, please see attached job description.***

### **Minimum Qualifications**

- A university degree in Civil Engineering, Environmental Engineering, Water Resources, Asset Management, Planning, or a closely related field from a recognized institution, P.Eng. designation in good standing.
- 5+ years progressive experience managing municipal infrastructure projects. Must have direct experience managing the development of strategic plans and masterplans for water, wastewater, stormwater, and/or SCADA infrastructure.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
- Driver's Abstract in good standing required to operate Corporation vehicles;

### **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](http://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

<b>Title:</b>	Project Manager – Integrated Infrastructure Masterplans
<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Infrastructure Planning & Operations Support
<b>Reports To:</b>	Manager, Infrastructure Planning & Operations Support
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	None
<b>Employee Group:</b>	Non-Union

### Position Summary

This Project Manager role will lead the Integrated Infrastructure Masterplans, covering Sanitary, Water Distribution, Stormwater, and SCADA, from initiation through close-out. The purpose of this role is to oversee external consultants, coordinate cross-disciplinary staff, manage budget, schedule, risks, and stakeholder engagement, and ensure delivery of phased masterplans and model updates that support regulatory compliance (including CLI-ECA refresh requirements), growth readiness, climate resilience, and operational efficiency.

The Project Manager will oversee project scheduling, budget management, risk mitigation, procurement activities, and technical review across all four masterplans. The role ensures that modeling, flow monitoring, SCADA assessments, climate adaptation considerations, and capital planning recommendations are integrated into coherent, actionable deliverables for Council and senior leadership. Through strong leadership, communication, and cross-functional collaboration, the Project Manager will support the Town's commitment to service excellence by enabling evidence-based decision-making, enhancing infrastructure reliability, and strengthening the Town's ability to plan for sustainable long-term growth.

### Responsibilities

#### Operational/Program Functions:

- Lead the planning, coordination, and execution of the Town's Integrated Infrastructure Masterplans (sanitary, water distribution, stormwater, and SCADA), ensuring alignment with project scope, regulatory requirements, and corporate objectives.
- Oversee and direct the work of external consultants, including review of technical deliverables, model updates, flow monitoring programs, and masterplan recommendations to ensure quality, accuracy, and consistency across all program components.

- Develop and manage detailed project schedules, work plans, and milestone tracking for the program, ensuring timely delivery of each masterplan and effective sequencing of interdependent tasks.
- Monitor and report on program risks, issues, and dependencies; maintain comprehensive risk registers and implement mitigation strategies to support regulatory compliance, operational resiliency, and long-term infrastructure planning.
- Coordinate cross-departmental input, data sharing, and technical review processes, facilitating collaboration between Operations, Asset Management, Development Engineering, Finance, and Information Technology Services.
- Ensure all masterplan activities are supported by accurate datasets and asset information, including directing staff and contractors on data collection, validation, and integration into GIS, modeling tools, CMMS, and SCADA systems.

#### **Business Planning and Budget Functions:**

- Develop, monitor, and manage project budgets for all phases of the Integrated Infrastructure Masterplans, ensuring expenditures remain within the approved program envelope and comply with the Town's procurement and financial policies.
- Prepare business cases, briefing notes, Council reports, and funding justification materials to ensure alignment with capital planning, Development Charge allocations, and long-term financial forecasting based on masterplan outcomes.
- Provide analysis and recommendations to support future capital investment strategies, including lifecycle costing, renewal priorities, regulatory compliance requirements, and infrastructure growth needs identified through modeling and masterplan development.
- Collaborate with Finance, Development Engineering, and Asset Management staff to integrate masterplan outputs into development charge studies, long-range financial plans, and asset management reporting requirements.
- Track consultant contracts, invoicing, change orders, and project commitments, preparing financial performance updates and variance reports for senior leadership, steering committees, and Council as required.

#### **Liaison, Communication & Customer Service Activities:**

- Lead and facilitate interdepartmental coordination by engaging Operations, Asset Management, Development Engineering, Finance, and Information Technology Services to ensure alignment, data sharing, and technical consistency across all masterplan components.
- Prepare and deliver clear, professional written communications—including technical reports, Council updates, public-facing summaries, and project dashboards—ensuring complex engineering and modeling concepts are translated into accessible, actionable information.
- Coordinate and participate in public consultation activities (as required throughout the Master Plan process), stakeholder meetings, and community engagement sessions, presenting project information, gathering feedback, and addressing questions related to long-term infrastructure planning.
- Serve as the primary point of contact for consultants, regulatory agencies, utilities, conservation authorities, and regional partners to support data exchange, regulatory compliance, and collaborative problem solving throughout the master planning process.
- Support senior leadership and Council decision-making by providing timely updates, briefing notes, risk summaries, and recommendations related to program progress, emerging issues, and anticipated impacts on various stakeholders.

***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 university degree in Civil Engineering, Environmental Engineering, Water Resources, Asset Management, Planning, or a closely related field from a recognized institution, P.Eng. designation in good standing.
- Additional formal training, coursework, or experience in municipal infrastructure planning, strategic planning, policy development, SCADA systems, or GIS applications considered an asset.
- Demonstrated knowledge of municipal legislation and regulatory frameworks, including O. Reg. 588/17, O. Reg. 453/07, and the Consolidated Linear Infrastructure ECA requirements.
- Training in project management methodologies including risk management, scheduling, and procurement best practices.
- A combination of professional certifications such as PMP, RPP, or CAMP are desired for this role.
- In addition, candidates possessing Institute of Asset Management (IAM) certification, PMP designation, or Six Sigma certification are also preferred.

### **Experience:**

- 5+ years progressive experience managing municipal infrastructure projects. Must have direct experience managing the development of strategic plans and masterplans for water, wastewater, stormwater, and/or SCADA infrastructure.
- Proficiency in consultant oversight, procurement, schedule/budget control, and public/stakeholder engagement are essential.
- The preferred candidate will have demonstrated experience with infrastructure asset management, infrastructure modeling/calibration, and data-driven capital planning.

### **Knowledge:**

- Comprehensive understanding of municipal water, wastewater, stormwater, and SCADA systems, including infrastructure design principles, system operations, and industry best practices for master planning.
- Strong knowledge of regulatory frameworks and compliance requirements, including O. Reg. 588/17 (Asset Management Planning), O. Reg. 453/07 (Drinking Water Financial Plans), and Consolidated Linear Infrastructure ECA renewal requirements.
- Advanced working knowledge of GIS platforms (ArcGIS Desktop/Online/Pro), CMMS/CRM systems, SCADA infrastructure, and asset management databases to support data integration and analysis.
- Strong understanding of project management principles, strategic planning, procurement practices, and risk management methodologies applicable to large, multi-year infrastructure projects.

### **Competencies:**

- Strong analytical and critical-thinking skills, with the ability to interpret complex engineering data, model outputs, technical reports, and regulatory requirements and translate them into practical, actionable project recommendations.
- Excellent project management and organizational skills, demonstrating the ability to manage multi-year, multi-disciplinary initiatives, balance competing priorities, and maintain progress across concurrent workstreams.
- Excellent written and verbal communication skills; ability to prepare and present technical reports and business cases to Council, senior leadership, and the public.

- Highly effective communication and interpersonal abilities, including preparing clear written materials, delivering technical presentations, facilitating meetings, and engaging with consultants, staff, senior leadership, and the public.
- Demonstrated problem-solving and decision-making skills, with the capacity to identify risks, evaluate alternatives, and implement solutions that support operational reliability, regulatory compliance, and long-term infrastructure planning.
- Ability to build strong collaborative relationships across departments and with external stakeholders, fostering cooperation, information sharing, and alignment throughout the integrated master planning process.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
- Driver's Abstract in good standing required to operate Corporation vehicles;
- Ability to work weekends and/or evenings as required.

**Physical Demands and Working Conditions**

- May be required to work in, and withstand, severe cold and adverse weather conditions in outdoor work environments.
- Up to one-year period of adjustment, orientation, and adaptation on the job.