



Touch the Edge of the Arctic!

Town of **Moosonee**

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Job Posting

Municipal Project Manager

The Town of Moosonee is looking for a Public Works Manager. Moosonee, “the Gateway to the Arctic”. is located on the Moose River in Northern Ontario, 18km south of James Bay. The municipality serves as the Transportation and Service hub for the James Bay Communities and has a population of approx. 3,000.

This is a unique opportunity to lead and oversee transformative infrastructure initiatives, including acting as the Town’s designated representative for the Weeneebayko Area Health Authority (WAHA) Hospital Redevelopment Project and related off-site municipal infrastructure projects over the next five years.

Reporting directly to the Chief Administrative Officer (CAO), the Municipal Project Manager is responsible for the strategic planning, coordination, and execution of the Town’s capital projects. The successful candidate will manage multiple complex projects, ensuring delivery on time, within scope, and within budget, while meeting all regulatory and funding requirements.

This position requires a highly self-directed individual who can work both independently and collaboratively with the Town’s senior leadership team, external consultants, government agencies, and community stakeholders. Some Key responsibilities include: Develop project scopes, schedules, timelines, and detailed work plans; Coordinate and oversee tendering processes, contract administration, and procurement activities; Manage consultants, contractors, engineers, and project partners; Prepare, monitor, and manage project budgets and financial reporting; Identify, pursue, and administer provincial and federal funding opportunities; collaborate with internal stakeholders on projects.

Desired Qualifications, Experience, and Skills:

- Degree in Engineering or a related discipline (civil/infrastructure preferred)
- Professional Engineer (P.Eng.) designation or eligibility is considered an asset
- Project Management Professional (PMP) designation or equivalent certification is required
- Minimum of five (5) years of progressive project management experience, preferably in a municipal or public sector environment
- Demonstrated experience delivering large-scale infrastructure or capital projects
- Excellent written and verbal communication skills
- Strong interpersonal skills with the ability to build relationships with diverse stakeholders
- Proven leadership, problem-solving, and decision-making abilities
- Ability to work both independently and collaboratively within a team environment

DEADLINE for applications is Friday April 24th, 2026 at 4:00pm

The Town of Moosonee offers a competitive **compensation package (\$140,000+ annually) and excellent health benefits, vacation, OMERS Pension Plan, and travel allowance of \$3500 annually**. This location also qualifies for the Northern Tax Allowance. Interested candidates are invited to submit a cover letter and resume via email to

Victoria Hutchison, CAO, Town of Moosonee Email: cao@moosonee.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.