



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3418-002

CALL NO. 26-4674

Job Designation:	Project Leader – Architectural
Department:	Facility Services
Job Details:	Permanent Full Time (CUPE 1329)
Salary Range:	\$94,147 - \$114,841
Pay Grade:	312
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on August 3, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants

This job posting is for an existing vacancy and therefore will be filled accordingly.

Reporting to the Supervisor, Lifecycle Facility Services, the Project Leader – Architectural provides project management services for the State of Good Repair program with a focus on capital replacements for architectural, site and structural building systems, throughout town facilities.

Job Responsibilities:

- The inspection, condition assessment, forecasting and implementation of the state of good repair (SGR) program for the position's portfolio;
- Maintaining associated JD Edwards data base;
- Providing input to the Manager for all SGR projects with respect to budget, scope and schedule;
- Providing technical expertise to town departments with respect to accessibility and physical barrier removals;
- Developing and managing technical reviews / reporting for building systems;
- Reviewing drawings, specifications and provide input for New Construction projects;
- Coordinating and managing state of good repair projects for the facilities within the position's portfolio;
- Ensuring project scope meets the needs of the client group and all legislated requirements;
- Preparing RFP and RFQ documents;
- Preparing tender packages (drawings and specifications) for limited scope of work projects;
- Coordinating with consultants for preparation of tender packages;
- Effectively negotiating with contractors and manage changes involving time, scope and budget;
- Administering consultant and contractor contracts, using knowledge of construction and contract law, including but not limited to CCDC contracts, Architect's Forms of Contracts, Document 600 and RAIC 6;
- Effectively negotiating change orders to consultant and construction contracts;
- Maintaining financial control of capital projects, including related reporting to the Manager and client groups;
- Maintaining detailed project documentation and budget administration;
- Coordinating all aspects of the project to ensure successful completion;
- Town representative for the project and primary contact with contractor and consultant for all aspects of construction projects up to end of warranty period;
- Performing other duties as assigned.

Qualifications:

- Registered as a Technician/Technologist with the Ontario Association of Certified Engineering Technicians and Technologists or as intern with the Ontario Association of Architects or registered with the Professional Engineers Ontario.
- At a minimum, the successful candidate will be a graduate of a three (3) year Engineering Technology or Architectural Technology program.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

- A minimum of 5 years' experience in design and project management of construction, administering contracts and managing contractors and consultants.
- Project management courses and PMP certification would be considered an asset.
- Demonstrated experience working with legislation pertaining to accessibility.
- Experience in the interpretation of construction drawings, legal surveys, specifications and contract documents with experience in various types of construction projects (architectural / structural).
- Must have a good knowledge of various acts and codes including OH&S Act, Ontario Fire Code, Ontario Building Code, Accessibility for Ontarians with Disabilities Act, and any other applicable legislation. Knowledge of the town's standards in accessibility, sustainable construction and furniture, environmental policy and the town's purchasing bylaw would be an asset.
- Understanding of OH&S Act, requirements, and roles of a Supervisor under the OH&S Act.
- Good understanding of contract law as it pertains to construction.
- Experience in estimating, preparation of specifications and tender documents.
- Understanding of types of hazardous materials and actions required under law and types of remediation.
- Strong problem solving skills and be able to multi-task and manage several projects at the same time with a proven ability to meet the constraints of time, budget and scope.
- Able to create concise written project documentation and keep accurate, organized project files.
- Strong interpersonal communication skills and commitment to working in a team-based environment with a focus on continuous improvement and quality customer service.
- Must possess excellent oral and written communication skills for presentations and reports.
- Knowledge of asset management software would be an advantage (JD Edwards).
- Strong knowledge of PC based software including word processing, spreadsheets and project management applications.
- Must possess a valid Ontario driver's license and provide his/her own vehicle in order to properly perform the duties of this position

DATED: July 13, 2026

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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