



Career Opportunity – Internal/External Posting

Environmental Services Project Manager Infrastructure Services

Position Summary:

Reporting to the Manager of Environmental Services, the Environmental Services Project Manager is responsible for leading and managing the planning, design, implementation and construction of Municipal environmental services capital projects. This position, working in conjunction with other departments, provides trusted advisory support and project management of capital projects, which include the present and future infrastructure and facility needs of the Municipality. The Environmental Services Project Manager may prepare and/or review project designs, project cost estimates, and contract documents, prior to construction. This position will administer, tender, manage and inspect projects, and prepare and deliver reports to Council for the purpose of approval or update.

Key Responsibilities:

- Review, evaluate and comment on wastewater treatment plant, pump station and municipal water distribution servicing issues including feasibility studies, masterplans, servicing reports, air and noise impact studies, soil reports and environmental site assessments.
- Develop the terms of reference, manage the provision of and implement the recommendations of engineering studies and master plans for proposed and existing infrastructure needs.
- Liaise with the public, other departments, utilities, consultants, developers and other government agencies on matters related to municipal capital projects including public consultations and information meetings.
- Provide comprehensive project management services for capital project implementation, including projects with assigned consultants as well as in-house projects.
 - Plan, lead and direct the efficient, effective and timely implementation of all annual capital projects through an assigned team of consultants and support staff within approved budgets and schedules for the Municipality's infrastructure assets, including:
 - Coordinate multiple projects for wastewater treatment, wastewater pump stations and the water distribution system;

- Prepare and review tender documents including specifications and agreements and coordinate the tendering process;
 - Monitor progress to ensure implementation and completion are timely and within budget;
 - Ensure compliance with municipal and provincial construction standards;
 - Review and negotiate claims from consultants and contractors;
 - Develop cost estimates;
- Prepare administrative reports, make presentations to the Senior Leadership Team, Council/Committees, and represent the department in public meetings and information sessions.
- Prepare or direct the preparation of surveys, plans, designs, specifications, schedules, cost estimates and tender call documents for Municipal infrastructure projects and provide contract administration and site inspection duties.
- Maintain a high level of education and awareness regarding the latest Acts and Regulations, including:
 - Accessibility for Ontarians with Disabilities Act
 - Ontario Traffic Manual Series (including Active Transportation)
 - Environmental Protection Act
 - Excess Soils Regulation
 - Cultural Heritage Act
 - Class Environmental Assessment process for Municipal Infrastructure
- Provide the Manager of Environmental Services with infrastructure needs forecasts and servicing strategies for the municipal wastewater treatment plant, pump stations and water distribution system. Provide input on short- and long-term planning and budget preparation, including implementing, revising and updating infrastructure master plans and the ten-year capital program.
- Administration of financial and asset management components of all capital projects, including:
 - The development, management and implementation of the Municipal infrastructure asset management programs, including asset inventories, value assessment, and liaison with the Financial Services department.
- Review, recommend, and amend infrastructure maintenance policies and procedures, manuals, standards, work programs and quality standards, as required.
- Participate in the development and maintenance of Municipal GIS plans regarding environmental services infrastructure.
- Prepare requests for proposals for engineering services and evaluate proposal submissions.
- Liaise, exchange information and coordinate the implementation of infrastructure projects with the Municipality's internal departments and service groups.
- Develop, implement and maintain Safe Operating Procedures (SOP's), as required.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a degree in Environmental or Civil Engineering from an accredited university, or a three-year Ontario College Diploma in Environmental or Civil Engineering Technology.
- Must be a member in good standing, or eligible for certification as a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Must have a minimum of 4 years of progressive experience in the field of infrastructure engineering, specifically wastewater treatment, pump stations and water distribution.
- Must demonstrate knowledge of Environmental and Civil Engineering principles related to municipal infrastructure design, drafting, plans review, development, and contract administration of municipal infrastructure projects, as well as the Occupational Health and Safety Act, WHMIS, relevant legislation, guidelines, policies and procedures.
- Must demonstrate awareness and ability to keep current with new and evolving trends and techniques in the field of municipal infrastructure, specifically wastewater treatment, pump stations and water distribution systems.
- Must have effective verbal, written and interpersonal communication skills.
- Must demonstrate excellent project management, time management, presentation, organization, administration, analytical and problem-solving skills.
- Must demonstrate the ability to deal independently, courteously and professionally in any situation and to maintain tactful customer service with the public, management, and co-workers.
- Must demonstrate the ability to think and make decisions quickly and strategically in a political environment and build strong relations both internally and externally.
- Must demonstrate the ability to work effectively in a team environment and be able to facilitate negotiations and manage conflict resolution.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Experience with GIS software tools and project management applications would be an asset.
- Training in Confined Space, breathing apparatus, sensitivity training, management training, site operations, spill management, HAZMAT certification, and gas detectors would all be assets.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Overtime and attendance at evening meetings and/or off-site locations may be required at times.

Employee Group:

Non-union.

Salary Range:

\$96,914.76 to \$113,376.22 (2026 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, November 15, 2026.

Reason for Vacancy:

New Position.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761