*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Infrastructure Delivery Project Manager **Job ID:** J1026-0278

Location: City Hall

Posting Start Date: 2026/11/06 **Posting End Date:** 2026/11/27 by 4:30p.m.

Employment Group: EXM **Salary Grade:** P – $110,978 – $130,563 per annum

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

---

Reporting to the Manager, Infrastructure Delivery, the Infrastructure Delivery Project Manager is responsible for providing project management and administration of City infrastructure projects. This role will liaise with various internal and partner organizations for the successful delivery and commissioning of infrastructure projects and infrastructure solutions that best meet the community needs and organizational goals.

Responsibilities:

- Manage, lead, and coordinate the project management function for all municipal infrastructure projects from inception to closeout, including managing team resources, managing scope, quality, time, costs, and communication with stakeholders
- Develop and maintain working relationships with local developers, counterparts in other municipalities, representatives of professional associations as well as authorities having jurisdiction, federal and provincial government officials
- Oversee General Contractors, Contractors and Sub-trades and ensure quality control standards are maintained
- Manage project/contract administration including cost control, schedule control and change orders through ongoing monitoring and review of project costs against approved budget
- Provide project management services including developing scope of work, detailed design, drawings (suitable for tendering and for construction), coordination of client

department needs, oversee bid preparation, maintain bid document records and prepare construction cost status reports

- Establish a quality assurance program to monitor the delivery of engineering services to the community, ensure timely communication to stakeholders on engineering projects and follow up on customer complaints/inquires and initiate corrective action where required
- Assist in the development and creation of project management standards and policies for project execution
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge and skill generally associated with the completion of a four (4) year University degree in Engineering from a recognized University, plus seven (7) years progressive and demonstrated experience in all aspects of municipal infrastructure design, review, approval and delivery within private and/or municipal setting with a minimum of at least five (5) years in a leadership capacity; or have an equivalent combination of education and relevant experience
- Project Management Professional (PMP) designation with Project Management Institute (PMI) is an asset
- Thorough working knowledge of engineering principles, standard and best practices, materials and methods of construction with knowledge of project management practices and asset management principles
- Ability to successfully manage budgets and achieve performance targets
- Knowledge of financial reporting processes, including budget preparation, budget controls, and expenditure tracking and forecasting; Experience in preparation and interpretation of financial reports as well as reporting on key performance indicators
- Detailed knowledge of construction specifications and contract documents and the ability to interpret technical drawings
- Highly developed interpersonal and communication skills (oral and written) with the ability to effectively communicate at all levels of the organization; including highly effective negotiation, facilitation and conflict resolution skills

- Self-motivated, positive, confident and approachable, with a clear sense of purpose
- Good organizational, project management, communication and problem solving
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class G), a driver's abstract showing **no** demerit points, and the ability to pass the Corporation's tests for motor vehicle operation

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. *Learn more*

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.