Job Title: Project Manager

Competition Number: GRO-36-26	**Department:** Growth
Posting Category: Open	**Division:** Development Services
Job Type: Temporary Full-Time	**Affiliation:** Managerial
Site: Development Services	**Location:** CA-ON-Thunder Bay
Min: CAD $112,128.29/Yr.	**Max:** CAD $131,915.60/Yr.
Pay Band: 11 (Interim)	**Number of Positions:** 1
Effective Date: July 4, 2023	**Supersedes Date:** New
Posted Date: November 19, 2026	**Post End Date:** December 17, 2026

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

Deliver Complex Projects. Build Strategic Partnerships.
Support Community Development.

This is a temporary full-time opportunity with an anticipated duration of at least 12 months.

At the City of Thunder Bay, **Our City Runs on People Like You**. Together, we are building a workplace where everyone belongs, where your project management expertise, strategic thinking, and collaborative approach help advance initiatives that support community growth, service improvement, and organizational priorities.

As a **Project Manager**, you'll lead complex projects that span planning, policy development, service delivery, research, and community development initiatives. Working with interdisciplinary teams, consultants, developers, and community stakeholders, you'll help move important projects from concept to completion while balancing competing priorities, managing resources, and supporting informed decision-making.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally while making a meaningful impact through public service.

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Where Project Management Meets Community Impact

As the **Project Manager**, you'll support a wide range of strategic initiatives that influence how services, programs, policies, and development opportunities are delivered across the community.

Working across departments and with external partners, you'll help move complex projects forward while balancing technical requirements, stakeholder interests, public consultation, budget considerations, and project timelines. The role offers exposure to a broad spectrum of municipal projects and provides the opportunity to see your work translate into tangible outcomes for the organization and community.

How You'll Lead and Support the Team

In this role, you will:

- Manage major Development Services housing enabling projects which may include predevelopment strategy, planning and feasibility for development projects, studies, policy development, service delivery, program development, research projects and collaborations.
- Participate as the Division representative and liaison in major Corporate projects as part of cross functional teams.
- Lead multidisciplinary project teams of staff, consultants, developers and suppliers.
- Develop, implement and monitor detailed project plans, resource requirements, milestones, deliverables, decision tracking, change management procedures and recommend policies and provide strategic advice regarding project specific requirements.
- Prepare requests for proposals, requests for quotations, retainers, change notices and scoping documents. Identifies and makes proposals/applications for funding to support projects, studies and programs.
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- Monitor the budget for capital projects, ensuring budget compliance; identify project budget changes within approved parameters; actions budget changes and maintain adherence to the approved budget and provide regular budget updates to the Director.
- Coordinate public consultation on projects. Track decisions, related reports and activities which impact the project, and provide advice and analysis on their implications.
- Attend and present at City Council, Committees of Council, community engagement, and stakeholder meetings.

Project Manager - Job Description

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the **Project Manager** you'll enjoy:

- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health

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- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions

What You'll Bring to the Team
Here's what will help you succeed as the **Project Manager**:

- Degree in business administration, public administration, political science, economics, engineering, architecture or a related field, together with a minimum of 5 years of related project management experience, change management and public consultation experience, preferably in a government setting; or
- Diploma in business administration, public administration, political science, economics, engineering, architecture or a related field, together with a minimum of 7 years of related project management, change management and public consultation experience, preferably in a government setting.
- Knowledge of municipal, provincial, and federal government operations and programs, federal and provincial funding programs
- Strong ability to deliver presentations to a variety of audiences and to skillfully handle on-the-spot questions from senior officials, members of City Council, special interest groups, and the media
- Excellent project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Proven acumen in business and financial management, with the ability to determine, analyse and understand financial implications of proposals and the ability to perform some cost calculations and respond accordingly

Lead Meaningful Project– Apply Today
Ready to take the next step in your project management career? Join the City of Thunder Bay and help advance projects, programs, and initiatives that support community development, organizational priorities, and long-term growth.

Apply today and start your next chapter with the City of Thunder Bay.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

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- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866