

**Job Posting #2024-17**

**Job Title: Senior Project Manager**

Department: Engineering Services

Reports To: Director, Engineering Services

Directly Supervises: Project Manager – Facilities, Project Manager - Infrastructure

Status: Full-time, Permanent

Hours per Week: 35

Salary: \$84,774.23 - \$103,043.87

**Application Due Date: Friday, April 12, 2024**

**Position Summary**

This position is responsible for overseeing the Project Management Office and is the project manager for the Meaford Wastewater Treatment Plant (WWTP) expansion project, along with other water and wastewater capital projects and studies as required. Responsible for the administration and supervision of the project management team to ensure successful capital projects including development of policies, procedures, best practices and standard operating procedures (SOP). Ensures that projects are completed in accordance with the municipality's strategic objectives, annual budget limits, regulated statutes, health and safety policies and best practices. For water and wastewater projects, prepares consultant and contractor procurement documents, participates in selection and administration of these goods and services, acts as project manager through projects, and works with contractors and consultants to achieve positive outcomes.

**Role Specific Duties and Responsibilities**

**Management and Leadership:**

1. Participate as a member of the Engineering Services team, providing input on departmental/divisional planning and strategic initiatives; lead and/or participate on project teams, as assigned, and contribute to departmental business planning.
2. Provide leadership to the Project Management team, management of direct reports and human resources administration which includes:
  - a. work planning, scheduling and assessment of staffing needs;
  - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
  - c. conflict resolution, discipline and termination recommendations;
  - d. authorizing overtime and leaves of absence;
  - e. promote team goals and harmony among team members.
3. Accountable for ensuring all staff are knowledgeable of applicable health and safety legislation, policies and procedures, perform good health and safety practices; are trained to act appropriately in emergency situations, practice safe program delivery and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are

completed and reported accordingly.

4. Develop and update policies, procedures, best practices and SOPs for the Project Management Division to ensure standardization of practices throughout the division.
5. Prepare, administer and monitor annual operating and capital budgets pertaining to Project Management in consultation with the Director of Engineering Services. Prepare operating budget variance reports as required. Recommend rates and fees and ensure financial accountability and viability of services. Ensure that all data and annual compliance reports required by the various Financial Services and other departments are prepared and issued.
6. Assist in the preparation of reports/recommendations and brief the Director of Engineering Services on all relevant matters; attend Council, Committee, community and other public meetings and events as required. Make presentations and provide advice/guidance on Project Management Services related issues and strategies, new/pending legislation and regulatory guidelines as required. Initiate actions required by Council and coordinate and monitor assigned tasks emerging from meetings as directed by the Director of Engineering Services.
7. Prepare reports, statistics and analysis for the Director of Engineering Services to identify opportunities for improvement in the cost and delivery of services.
8. Act as a liaison and/or resource to municipal departments, government organizations. Participate in conferences and seminars for professional development and upgrading, as required.
9. Respond to inquiries from, and/or liaises with, residents, the general public, community and special interest groups, other governments/agencies, internal branches/departments on preventative and regular maintenance of Municipal assets including water/wastewater infrastructure, service improvement programs and other works that may result in residential service disruptions.

#### WWTP Expansion and Water and Wastewater Projects:

1. Coordinate the review of engineering or technical drawings and contract documents to ensure compliance with industry standards.
2. Oversee the development of project requirements and budgets in conjunction with Divisional Managers, and coordinate the development of technical specifications and bid documents. Assist with bid processes and coordination of construction contracts.
3. Provide advice on project management or administration and industry best practices for project management and rehabilitation, renovation or replacement to Divisional Managers. Report preparation for technical information, specific to projects, to senior staff or Council may be required.
4. Prepare technical specifications, procurement documents, contracts and agreements, project budgets and schedules, financial reports, staff reports, meeting minutes and technical evaluations in a final draft form.

5. Lead project management activities for capital rehabilitation, renovation or replacement projects, including the development of bid specifications, procurement, bid analysis, contractor supervision and contract administration. Prepares and maintains RFP, Tender and Bid information for the WWTP expansion and water and wastewater capital projects.
6. Develops project charters as required, including scheduling, milestones, and quality control.
7. Resolve conflicts between stakeholders, the public, contractors and trades while working within established budgetary limits. Ensure the appropriate application of regulated statutes, health and safety policies and best practices in the construction industry.
8. On approval, initiate and monitor projects against approved budgets. Maintain summary of project costs for monitoring and reporting. Prepare contract change orders and supporting documentation. Make adjustments to project spending within the overall approved limits.

#### Asset Management & Capital Budget Development:

9. Develop and maintain the Municipality's database of benchmark costs for rehabilitation, renovation, and replacement of various asset classes.
10. Assist Divisional Managers with the creation of preliminary opinions of cost for rehabilitation, renovation, and replacement of various asset classes.
11. Coordinate the collection of data to be entered into the Municipality's Asset Management registry at the completion of projects.

#### General Duties and Accountabilities (All Municipal Roles)

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

#### Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's License in good standing.

#### Education, Skills and Experience

1. Post secondary education in the field of Civil or Environmental Engineering.

2. Minimum 10 years' related experience, preferably in a municipal engineering or construction environment, with a minimum of 5 years' management and/or supervisory experience.
3. Strong working knowledge of water and wastewater treatment and distribution/collection.
4. Professional Engineer or Certified Engineering Technician designation is preferred.
5. Certified Associate in Project Management or Project Management Professional designation is preferred.
6. Knowledge of infrastructure and building construction methods, engineering principles, project management, asset management and financial matters related to capital infrastructure projects.
7. Knowledge of Ontario Provincial Standards and Specifications, Accessibility for Ontarians with Disabilities Legislation and Design of Public Spaces standards, Technical Safety Standards Association, Canadian Construction Association Documents, American Water Works Association, and American Society for Testing and Materials standards
8. Thorough working knowledge of Microsoft Windows and Office applications.
9. Ability to deal effectively and courteously in all aspects of the position; to work effectively and to foster good rapport and cooperative working relationships.
10. Strong skills in communication (written, oral and interpersonal), organizational, public relations, customer service and project management.
11. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

### Physical Demands and Working Conditions

- Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter/office interruptions. Regular site visits which may take place in unseasonable weather, and require standing or walking over uneven ground.
- Physical demands requires computer work concentration, sitting and standing. Site visit physical demands requires standing and moving, uneven ground, and occasional lifting. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust etc.
- Normal hours of work are 35 hours per week, Monday to Friday Available to attend evening and/or weekend meetings and other events, as required.

## Contacts and Interactions

- Communicates regularly with municipal staff, Mayor and Council, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-17 by Friday, April 12, 2024 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).