

**Job Posting #:** #2026 - 21  
**Job Title:** Project Manager, Engineering Services  
Department: Engineering Services  
Reports To: Manager, Engineering  
Directly Supervises: N/A  
Hours per Week: 35  
Salary: \$78,528.38 – 95,449.28  
**Application Due Date:** **May 27, 2026**

## Position Summary

The Project Manager is responsible for leading and managing the design and implementation of municipal infrastructure projects and studies. This position will work with multiple municipal departments to lead project management activities for capital rehabilitation, renovation, replacement and new infrastructure. The Project Manager will ensure that projects are completed in accordance with the Municipality's strategic objectives, annual budget limits, regulated statutes, health and safety policies and best practices.

## Role Specific Duties and Responsibilities

### Project Planning:

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 division Manager(s) 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 of 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.

### Project Execution:

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 infrastructure capital projects.
6. Develops project charters, 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.
9. Communicates with internal and external stakeholders, contractors, consultants and the public throughout the project. Works with the Communication Department to develop and execute a communication plan for each project.

### **Project Management:**

1. Involved in developing department policies and procedures.
2. Assist in identifying opportunities, gathering market intelligence and seeking input to problems, analyzing new and emerging technologies relating to project management, keeping senior management apprised of opportunities and advances in technology that could provide economic or environmental benefit to the Municipality.
3. Prepare reports/recommendations; brief the Director of Infrastructure and Public Works on all relevant matters; attend Council, Committee, community and other public meetings and events as required for capital projects.

### **Asset Management & Capital Budget Development:**

1. Develop and maintain the Municipality's database of benchmark costs for rehabilitation, renovation, and replacement of various asset classes.
2. Works with Divisional Managers in the creation of preliminary opinions of cost and budget numbers for rehabilitation, renovation, and replacement of various asset classes.
3. 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. Provide and maintain a high degree of confidentiality and security of information at all times. Ensure 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

- CET designation through OACETT preferred.
- Project Management Professional (PMP) Designation or Project Management Certificate would be considered an asset.
- Valid Class G Driver's License in good standing.

## Education, Skills and Experience

1. 3-year community college Diploma in Architectural or Building Construction Technology or equivalent.
2. Minimum 7 years' related experience, preferably in a municipal or construction environment.
3. Certified Engineering Technician, Certified Associate in Project Management or Project Management Professional designation is preferred.
4. Required to obtain Certified Engineering Technician or Project Management Profession during employment.
5. Previous experience managing or supervising staff and/or contractors.
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 Building Code, Accessibility for Ontarians with Disabilities Legislation and Design of Public Spaces standards, Technical Safety Standards Association, Canadian Construction Association Documents, and Canadian Standards Association standards.
8. Thorough working knowledge of Microsoft Windows and Office applications.
9. Knowledge of AutoCAD is an asset.
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 require computer work concentration, sitting and standing. Site visit physical demands require 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

- Incumbent communicates regularly with municipal staff, 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 # 21 by May 27, 2026:

[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).