The District Municipality of Muskoka is currently recruiting for a

Project Manager, Engineering and Public Works

Posting Date: Wednesday, November 11, 2026
Closing Date: Open Until Filled
Starting Rate: $103,635 annually
Salary Range: $103,635 - $121,238 annually
Hours of Work: 37.5 hours per week
Classification: Management Class 3
Status: Temporary full-time (up to 16 months)

This job posting is for an existing vacancy.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. **It's what we do!**

The Opportunity:

This is an opportunity to take ownership of a range of municipal infrastructure projects with a focus on delivering meaningful improvements to core community assets. The Project Manager (PM) will report directly to the Manager, Infrastructure Engineering, and will be responsible for the project management of capital municipal infrastructure projects. There will be a primary focus on linear infrastructure (roads and associated underground systems such as watermains, storm and sanitary sewers), and vertical infrastructure (pumping stations, water and wastewater treatment facilities), as well as transportation structures (culverts and bridges). Additionally, this role may also assist in the project management of cross-departmental projects within the Engineering & Public Works department of the District. The PM is expected to bring strong technical expertise and to support all projects across the corporation.

What you will do:

- Lead the delivery of municipal infrastructure projects from planning and design through to construction and closeout.
- Provide supervision and leadership to assigned staff, including responsibility for one or more direct reports.
- Coordinate consultants, contractors, and internal stakeholders to support successful project delivery.
- Manage all aspects of assigned projects to be on time, in budget and within scope.
- Assist with or develop the project plan which may include: implementation strategy, scope, risks, identification of roles and responsibilities of various project members as well as project debriefs.
- Specific responsibilities related to PMs in the engineering group may include, performing inspections of existing infrastructure, reviewing and approving engineering design plans and specifications
- Develop project specification documents, prepare procurement documentation, negotiate and develop contract agreements, generate project estimates, evaluate tendered bids and make recommendations for award of contracts and administer related contracts.
- Plan and organize the activities of various team members, including District staff and consultants, to ensure high standards of project delivery.
- Develop communication protocols to ensure all key stakeholders are aware of milestones, achievements and any issues throughout the project lifecycle. Provide timely updates to all users.
- Facilitate and ensure individual and team roles and responsibilities are understood; performance measurement objectives are identified, measured and monitored on an on-going basis to provide positive feedback on accomplishments and to ensure immediate action is taken to address shortfalls.
- Anticipate, identify and manage emerging issues, trends and challenges to provide support for informed decision making and outline appropriate mitigating solutions or improvements.
- Assist with the preparation and monitoring of annual departmental budgets and expenditures.
- Prepare reports and assist in the development of presentations to the associated Standing Committees, project committees, management teams, and other parties, as required.
- Ensure compliance with District by-laws, provincial and federal statutes, regulations and guidelines.
- Ensure that employees and contractors work safely and in compliance with applicable statutes and regulations and with the safe work procedures and directives established by the District.

What you will need:

- University degree in Civil Engineering or related field (e.g. Environmental or Municipal Engineering)
- Project Management Professional (PMP) designation would be an asset
- Certification/ designation in the area of functional expertise will also be considered an asset (i.e., P.Eng, C.Tech., C.E.T, SWANA, etc.)
- Five years' experience in a related discipline, including 2 years' project management experience.
- Proven ability to lead major projects and initiatives from concept to completion using project management techniques, public relations/ communication, and conflict resolution processes.
- Demonstrated success in handling a number of ongoing / simultaneous projects.
- Proven ability to design and implement change and achieve performance objectives.

- Sound research, technology and analytical skills to assess research findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations.
- Strong communication, organizational, analytical, interpersonal, team building and coaching skills.
- Well-versed in various computer software applications (word-processing, spreadsheet, project management software).

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits (temporary full-time employees on contract for 12 months or longer)
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

APPLY NOW or visit our **careers page** for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.