

**Project Manager,  
Capital Infrastructure Delivery**

<b>Department:</b>	Engineering and Public Works	<b>Reports to:</b>	Director, Engineering & Transportation
<b>Effective Date:</b>	January 2020	<b>Supersedes:</b>	NEW
<b>Classification:</b>	Management Class, M3	<b>Job Evaluation Date:</b>	January 2020 (pre-evaluation)

**POSITION SUMMARY:**

The Project Manager, Capital Infrastructure Delivery is responsible for overseeing the successful delivery of the District's Capital Infrastructure projects for roads, water/ wastewater and storm water, with an aim of increasing both cost and schedule certainty. Utilizing exceptional project management and analytical/ problem solving skills, the position will work in partnership with multiple stakeholders including staff, contractors, consultants and public stakeholders, as well as other levels of government to achieve successful project outcomes.

**DUTIES & RESPONSIBILITIES (not limited to):**

- Manage and oversee procurement and construction of capital water/wastewater, storm water, road and bridge reconstruction and rehabilitation projects
- Oversee, review and direct the work of internal and external engineering staff and engage consultants, contractors and stakeholders through the delivery of projects
- Prepare Request for Proposals, Request for Quotations, Request for Tenders, contract plans, specifications and estimates for tenders; evaluate tendered bids and make recommendations for award of contracts
- Prepare, review and approve, where applicable, contract payments and implement quality control/ quality assurance for construction projects; Implement project controls and mechanisms to ensure that project expenditures and schedules are controlled and maintained to ensure schedule and budget certainty
- Oversee and evaluate the work performance of external service providers with respect to quality, timeline, cost and completion of required tasks
- Ensure that the project expenditures are controlled and maintained within approved budget limitations
- Promote public awareness of capital improvements and issues through the preparation of presentations and media releases
- Handle complex cost-sharing arrangements for the successful construction of municipal infrastructure
- Identify, evaluate and provide technical expertise and recommendations for resolution of contract issues
- Represent the Engineering and Public Works Department at public consultations, organizational meetings and open houses with consulting companies, contractors and associations involved in design and construction work
- Ensure timely response to resolve ongoing and emerging issues, complaints and customer service deficiencies related to capital construction projects
- Assist with the preparation of annual departmental budgets and follow up to ensure operations are within budget guidelines
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Related duties as assigned.

### **MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Graduate of a three (3) post-secondary program in Civil Engineering Technology or related discipline.
- Member in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) holding either a C.Tech or CET designation; Project Management Professional (PMP) designation would be an asset.
- Four (4) years directly related experience, including a minimum of two (2) years' experience in a project management capacity
- Thoroughly familiar with municipal engineering and construction standards, applicable legislative requirements and construction contract administration processes
- Ability to lead major projects and initiatives from concept to completion through the use of strong project management techniques, contract administration, budgetary planning & tracking as well as analytical and problem solving skills
- Extensive experience in project management in a municipal environment including stakeholder management and public consultation
- Excellent oral and written communication, along with strong facilitation, negotiation and conflict resolution skills are required to interface with multiple stakeholders
- Proven ability to accomplish performance objectives, demonstrated technological proficiency and well developed leadership and organization skills.
- Valid Ontario driver's license.

### **DECISION MAKING & INDEPENDENCE:**

This job works under the general direction of the Director, Engineering & Transportation and as a management member of the Engineering & Public Works team.

This job will:

- Participate as part of a multi-disciplinary team to see projects through the full project lifecycle
- Provide expert opinions/briefings and advice to senior management on identified and emerging issues impacting projects or outcomes; and,
- Be able to anticipate and identify impacts and issues to take corrective action, adjust priorities and meet project commitments in consultation with senior management.

Procedures or Standards for the job:

- All policies, procedures, by-laws and SOP's developed by the District where they apply to the EPW Department;
- Technical standards and guidelines related to engineering and design including water and sewer systems and roads infrastructure (DFO, MNR, MOECC, MTO, OPSS);
- Environmental Legislation such as Environmental Protection and Assessment Acts (Provincial and Federal), Fisheries Act, Navigable Waters Act, and related Acts and regulations; and
- The Planning Act as it relates to Transportation and Engineering.

### **FINANCIAL RESPONSIBILITY**

The Project Manager, Capital Delivery will be responsible for:

- Assisting with the preparation of Operating and Capital Budgets and Forecasts for their division
- Consultation with Managers in Water & Wastewater Operations and the Manager, Engineering Infrastructure on budgets and forecast for joint capital projects and projects designed by EPW Engineering staff
- Approval of purchase orders, credit card statements, contracts and agreements within the position's approved spending authority
- Compilation of detailed financial analysis, status and tracking reports as part of each capital project. This will involve tracking numerous capital and operating budgets as they pertain to specific projects

**SUPERVISORY RESPONSIBILITY:**

The Project Manager, Capital Delivery will directly oversee the day to day work and management of the Construction Inspectors (3) as well as provide guidance and oversight to the survey and design team, when required (in the absence of the Manager, Infrastructure Engineering).

**CONTACTS:**

This role will liaise internally with various departments (legal, finance, planning, human resources, etc.) and externally with consultants, contractors, various other stakeholders, the public, Area Municipalities, as well as other levels of government. Contact is in-person, over the phone and via electronic communication methods.

**PHYSICAL / PSYCHOLOGICAL DEMANDS & WORKING CONDITIONS:**

The majority of work will be completed in a private office setting within the EPW department with additional attendance at onsite and offsite meetings at project locations.

- Some undesirable conditions may be encountered at project sites depending on stage of project (i.e. outdoor weather, construction sites, noise, etc.) – this will be a limited amount of time for this job/ not the normal working conditions encountered

Use of standard office equipment – sitting for prolonged periods of time with focus on computer work, but has ability to take breaks as required

Hours of work include scheduled daytime administrative office hours, and attendance at public meetings on evenings or weekends as required

**HEALTH & SAFETY RESPONSIBILITIES (for supervisors):**

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/ procedures of the District;
- Ensure employees are familiar with the workplace hazards and controls;
- Participate in training and ensure employees are adequately trained and are competent to perform the work;
- Ensure that employees work in compliance with the Act and District health and safety policies and procedures;
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.