

# The District Municipality of Muskoka is currently recruiting for a Project Manager (EPW)

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The District of Muskoka is seeking a professional and experienced Project Manager to join our Water and Wastewater team within the Engineering and Public Works department.

Reporting to the Director, Water and Wastewater Services, the Project Manager is responsible for the design and project management of municipal infrastructure projects with a focus on linear and vertical infrastructure and water and wastewater systems, including water storage and distribution systems, wastewater collection and disposal systems, and treatment systems. This role may also assist in the design and project management of other projects in the Engineering & Public Works (EPW) department of the District, such as roads and/ or waste management.

Responsibilities included, but are not limited to:

- Manage all stages of engineering projects to ensure that costs are controlled to budget and schedule.
- Manage internal or external design teams to ensure that District standards and project objectives are met.
- Administer consultant and construction contracts including preparation of procurement documents, evaluation of proposals, contract management, regulatory approval and monitoring through the construction stage to completion.
- Perform inspections of existing infrastructure for the purpose of developing the project scope of work and updating the District Asset Management Plan.
- Provide engineering design and certification of infrastructure projects.
- Review and approve design plans, specifications and contract documents prepared by consultants.
- Assist in the compilation of the capital budget and ten year capital forecast.
- Prepare reports to the Engineering & Public Works Committee and make presentations as required.

The District is responsible for operating and maintaining all municipal water and wastewater systems, including lagoons, throughout Muskoka.

## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

The District is geographically wide spread area filled with lakes, forests and Canadian Shield cliffs and water and wastewater management is critical to the environmental sustainability of Muskoka.



Kirby's Beach WTP

## What you will bring to us

Our ideal candidate describes themselves as highly organized, able to succeed in a fast paced environment, and enjoy new challenges. You will be thoroughly familiar with municipal engineering standards and practices with working knowledge of computer assisted engineering methods and management information systems. You will also have a proven ability to accomplish performance objectives, demonstrated technological proficiency and well developed leadership, organization, written and oral communication skills.

On the practical side, you are a graduate of a four (4) year university program in Civil Engineering and a member in good standing with either; Professional Engineers Ontario (PEO) or Ontario Association of Certified Engineering Technicians

and Technologists (OACETT). The completion of the Project Management Professional (PMP) certification would be an asset. You will bring to us four (4) to five (5) years of progressively responsible and related experience.

### **What We Offer**

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in. The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this position is: \$ 80,720 - \$ 95,038 (Non-Union Staff Class NU7)

### **How to Apply**

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

**POSTING CLOSING DATE: Friday, May 10, 2019 @ 12:00 NOON**

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.