

The District Municipality of Muskoka is currently recruiting for a Project Manager, Capital Infrastructure Delivery



The District of Muskoka is seeking an experienced Project Manager to join our Engineering and Public Works team on a permanent full-time basis. This Project Manager will focus on Capital Infrastructure Delivery.

Reporting to the Director, Engineering & Transportation, 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.



The Project Manager, Capital Infrastructure Delivery's main responsibilities will be 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 RFPs, RFQs, 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 of external service providers (quality, timeline, cost and completion) and ensure project expenditures are controlled and maintained within approved budget limitations
- Promote public awareness of capital improvements 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
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation.

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!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

What you will bring to us

On the practical side, you are a graduate of three (3) post-secondary program in Civil Engineering Technology or a related discipline. You will also be a 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. From an experience perspective, we would expect you to have, at minimum, four (4) years directly related experience, including at least two (2) years' in a project management capacity. This role requires you to lead projects and initiatives from concept to completion so strong project management techniques/ knowledge are required.

On the soft skill side, we would expect that your strengths will include excellent oral and written communication, along with strong facilitation, negotiation and conflict resolution skills. As well as proven ability to accomplish performance objectives, demonstrated technological proficiency and well developed leadership and organization skills.

For a full outline of our requirements to this job, please review the complete Job Description.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the 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 management position is: \$ 80,720 - \$ 95,038

How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit 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: Wednesday, March 11, 2020 @ 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.