



Project Manager, Capital Projects

Position Type: Permanent, Full-time (35 hours per week, Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Salary: \$93,242 to \$105,957 per year (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores ("the Town") is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready**: *a committed and focused team, working together to grow and continuously improve to better serve the community*. We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, comprehensive health and wellness benefits, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we can offer you:

- 10 paid personal days in addition to a generous number of vacation days per year
- Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan
- Enrollment in the OMERS pension plan
- Flexible work options
- A passion for investing in our workforce through continuous learning and development

About the Role:

We are seeking a highly analytical and motivated individual to join our team. As the **Project Manager, Capital Projects**, reporting to the Manager, Engineering Services, you are responsible for the delivery and coordination of capital projects and studies related to the planning, design, implementation, and construction of municipal infrastructure, facilities and parks. You will coordinate project activities and provide advice to the Manager, Engineering Services for the implementation of the capital program and asset management, ensuring all work is completed within budget and on schedule with the highest technical and professional standards.

Key Responsibilities:

- Manage and track complex capital projects to ensure completion on schedule and within the approved budget allocation. Provide expertise and technical/professional knowledge to advise other professionals in the delivery of project services to clients.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract award to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.

- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensure compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications, etc.
- Monitor, document and oversee consultants to ensure projects advance as planned and designs are completed to meet project objectives.
- Review and collaborate with design consultants to ensure efficient and cost-effective deliverables.
- Prepare detailed cost estimates for proposed projects.
- Establish preliminary and final budgets for projects and monitor expenditures during all phases to ensure budget control is in place.
- Prepare reports and present to Senior Management and Town Council.
- Facilitate and conduct Public Open House for various projects.
- Create and implement a communication strategy for key project stakeholders.

Competencies and skills you bring to the role:

- **Adaptability:** You are able to adapt efficiently and effectively in response to new processes and changing circumstances.
- **Analytical:** You have the ability to collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Change Management:** You have a strong understanding of change management theory and proven ability to lead a change. You anticipate and actively manage the barriers to change and maintain positive direction to achieve desired outcomes.
- **Collaborative:** You exhibit strong interpersonal skills and are effective at building relationships, networking, and facilitating and collaborating with others.
- **Conflict Resolution:** You identify steps to resolve conflicts sensibly, fairly, and efficiently. You exhibit excellent conflict resolution, negotiation, and facilitation skills.
- **Communication:** You can effectively and confidently communicate with others and provide detailed reports that are professionally researched and suited to the needs of the audience.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Project Management:** You have experience prioritizing and managing competing high priority projects. You are able to plan, prioritize, and execute projects from ideation to completion.

Education and Training:

- Post-secondary Diploma or Degree in Civil Engineering, Building and Construction, or related discipline.
- Project Management Professional (PMP) certification is an asset.
- Valid and unrestricted Class "G" driver's license in good standing.

Experience and Knowledge:

- A minimum of five (5) years of diversified and progressive project management experience in municipal engineering or project management environment.
- Experience working within a public sector environment is considered a strong asset.
- Thorough knowledge of civil engineering principles and practices as applied to the planning, design, construction, and maintenance of municipal infrastructure, facilities and parks.
- Thorough knowledge of construction methods and procedures.
- Working knowledge of the GIS environment.
- Must be knowledgeable of bookkeeping/general accounting principles, and can perform calculations, costing, pricing, scheduling, and monitoring of budgetary items.
- Ability to interpret and analyze engineering plans and specifications.
- Experience with various software specifically related to engineering.
- Ability to establish priorities, schedule workload and meet deadlines.
- Thorough understanding of municipal infrastructure and facilities, infrastructure and facility planning, operations, municipal finance, and risk management is an asset.
- Possess familiarity and knowledge of the *Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act, On-Site and Excess Soil Management regulations, etc.*
- An understanding of the legislative process, government decision-making processes.

Application Process:

If you're interested in joining our team, click the "Apply Now!" link below to submit your application by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: Thursday, April 6, 2023 at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.