



Posting Id	2527
Department	Infrastructure and Engineering Services
Division	Infrastructure Delivery
Rate of Pay	\$114,535.00 - \$132,854.00 Annual
Job Type	Permanent Full Time
Replacement/New Position	New Hire
Posting Type	Internal and External
Posting Date	05/17/2024
Application Deadline	06/03/2024

## Program Manager Infrastructure Delivery

### Position Summary

As the Program Manager of Infrastructure Delivery, you will play a pivotal role in leading and supervising the delivery of key strategic capital projects. Reporting to the Manager, Design and Construction, you will provide expert guidance to staff, ensuring the successful implementation of municipal infrastructure projects. Upholding the City's core values of care, collaboration, courage, and service, you will serve as the capital project delivery expert, overseeing the design and construction of key initiatives.

### Key Duties and Responsibilities

#### Program Management:

- Administer and manage the delivery of the City's strategic and complex capital projects.
- Lead capital project delivery programs on an annual basis.
- Develop and implement guidelines and procedures related to capital project delivery.
- Manage budgets for capital and operational projects.

#### Administration and Leadership:

- Supervise the daily activities of project managers, ensuring effective coordination and support for section programs and projects.
- Drive culture change through customer-focused and lean systems improvement.
- Stay updated on construction industry developments and changes in related regulations and policies.
- Respond to and resolve all Councillor and resident inquiries and complaints related to the project.

#### Project Management:

- Engage with stakeholders to establish project scope, requirements, and alignment with City policies.
- Project manage and liaise with consultants and partners on capital projects.
- Coordinate public consultation and engage with third-party agencies for joint jurisdictional projects.
- Respond to claims, disputes, and inquiries related to project performance and quality.

#### Communications, Stakeholder Management:

- Contribute to the development of new guidelines, methods, procedures, and policies.
- Consult with internal and external stakeholders to ensure project requirements and issues are considered.
- Create and write performance measures and objectives for all capital projects.
- Write reports for the Committee of the Whole, Council, and Senior Management.
- Demonstrate and encourage excellent listening skills and different points of view.
- Take initiative to participate in a culture of learning, mentoring, and sharing.
- Contribute to building and being a part of a positive culture

#### Education and Experience

- Degree in Landscape Architecture or Civil Engineering or a related discipline
- Full Member of the Ontario Association of Landscape Architects (OALA) or possess a Professional Engineer of Ontario (P.Eng.) designation
- Project Management Professional (PMP) designation, considered an asset
- seven (7) years of program/project management-related experience in design and contract administration, preferably within a municipal government setting

#### Required Skills/Knowledge

- Supervisory experience in a municipal government environment.
- Strong knowledge of municipal legislation, policies, and practices.

- Effective leadership, problem-solving, and decision-making skills.
- Excellent written and verbal communication skills.
- Total project manager experience overseeing staff and consultants.
- Valid Class "G" Driver's License

### **Leadership Competencies**

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

### **To apply:**

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2527/> referencing the Posting ID – 2527. Application deadline is June 3, 2024, at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.