



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Senior Project Manager

Posting Number: 004839

Department: Economic and Development Services Department

Branch: Engineering Services

Location: City Hall

Posting Start Date: 2024/05/15

Posting End Date: 2024/05/24 by 4:30pm

Employment Group: Exempt

Salary Grade: Q- \$110,381- \$129,859 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Infrastructure Delivery, be responsible for the daily operations of the construction group and for general construction management services during the delivery of municipal infrastructure projects.

Responsibilities:

- Key responsibilities include providing day to day oversight for the operations of the Construction staff, including scheduling and overseeing capital projects and coordinating and evaluating the inspection program
- Administering the procurement process for capital projects and providing direction on changes to project scope
- Liaising and negotiating with consultants, contractors and developers on engineering/construction related matters and evaluating contractor and consultant performance on capital projects
- Managing communications including preparing and delivering reports and presentations to Council, City Staff, external agencies, media and the public
- Participating on technical committees in the development of policy, review of practices for municipal design, construction and tendering/procurement
- Leading the commissioning process of completed capital projects as well as project reconciliation (ie. financial, information, As-builts, etc.)
- Providing input to annual operating budget cycle
- Assisting with project planning with regards to annual capital projects and forecast programs
- Ensuring continuous improvement by reviewing best practices, investigating and identifying alternative / innovative service delivery methods

Requirements:

- Knowledge and skill generally associated with the completion of a four (4) year University Degree in Civil Engineering or related discipline with a minimum of five (5) years of relevant experience in project management and administration of municipal construction projects
- Must be registered as a member of the Professional Engineers of Ontario in good standing
- Project Management Professional (P.M.P.) designation with Project Management Institute (P.M.I.) is an asset
- Familiarity with conventional and alternative design, construction and project delivery methods
- Seasoned in contract negotiations as they relate to construction contracts
- Excellent reasoning, administrative, research and analytical skills along with a systematic approach to assessing complex technical information/issues
- Established PC skills and experience using relevant software (MS Office Suite, construction tracking software, design and estimating applications including Civil 3D and Project Management software)
- Excellent communication skills (both oral and written), interpersonal and leadership skills with the ability to establish and maintain good working relationships, motivate staff and build a strong team approach and to deal effectively and tactfully with a broad range of senior management personnel, elected officials, staff, external agencies, consultants, contractors, other levels of government and the general public

Apply online at: <https://oshawa.jobs.net/en-CA/search>

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.