

Job Title
Project Manager/Senior Project Manager

Status
Regular Full-Time

Type of Position
a Replacement

Start Date
Immediate

Salary
Annually

Salary Grade
\$128,198.00 - \$150,794.00

Department
York Region -> Public Works -> Capital Delivery (TRN)

Location
17250 Yonge Street - Newmarket, ON L3Y 6Z1 CA (Primary)
Hybrid work opportunities may apply - CA

Job Description (E)

ABOUT US

Almost 1.2 million residents call York Region home, making it one of the largest regions in Canada – and the fastest growing with a population that’s expected to grow to more than 2 million by 2041. Our geography, which is comprised of about 1,800 square kilometers over nine different municipalities, is as beautiful, interesting and diverse as our people. Local government is organized in a two-tier structure and we work together with our local municipalities to provide residents and businesses access to a broad selection of services and resources.

WHAT WE OFFER

Consistently named one of Canada’s Best Employers by Forbes, we offer a collaborative, progressive workplace that takes pride in our organizational culture and is committed to living The 13+ Factors of Psychological Health and Safety in the Workplace – aligned with our vision to create strong, caring and safe communities both within and outside our walls.

- **Defined Benefit Pension Program** - With the Ontario Municipality Employees Retirement System (OMERS) defined benefit pension plan, you can confidently retire knowing that you will have income for life. Eligibility from date of hire as a full-time employee and includes employer-matched contributions.
- **Employer of Choice** - Recognized as the highest-ranking government employer in Canada and fourth overall among 300 organizations.
- **Benefits and Wellness** - Employees and their loved ones have access to a comprehensive employer-paid benefits plan that includes extended health, dental and life insurance, access to a 24/7 Employee and Family Assistance Program and corporate discounts and purchase plans for day-to-day products and services.
- **Inclusive and Diverse Workforce** - We’re committed to fostering an environment that celebrates all dimensions of diversity and ensures everyone can develop to their full potential,

participate freely in society and live with respect, dignity and freedom from discrimination. Our robust Inclusion, Diversity, Equity and Accessibility program continues to grow, and has been recognized by the United Nations and many other organizations for our leadership.

ABOUT THE ROLE

Reporting to the Manager, Capital Delivery, is responsible for planning and implementing capital projects as part of the 10-year Capital program and for providing project management services for environmental assessments and for the design and construction of roads, bridges and storm sewers.

WHAT YOU'LL BE DOING

- Act as the Region's lead for the delivery of each capital project.
- Manage projects including Class Environmental Assessments (Class EA), design, construction, and commissioning to ensure compliance with Region's requirements, timing and budget.
- Prepare detailed estimates of project costs and assist with capital forecasts and reports.
- Participate in branch planning and strategic initiatives for service improvements.
- Participate in the development and maintenance of procedures, guidelines and templates.
- Assist with the preparation of the 10-year capital plan.
- Supervise and assign work, act as the project lead for complex capital projects.
- Identify self-training and development needs and participate in appropriate training programs.
- Ensure that work is undertaken in a safe manner, utilizing all protective devices, and following all measures and procedures as required by the Occupational Health and Safety Act and Regional Policy.
- Conform to Quality Control and Quality Assurance program for project management services.
- Conform to design guidelines for capital infrastructure.
- Ensure adherence to Region's policies, guidelines and by-laws.
- Maintain effective working relationships with stakeholders including public, Council, developers, consultants, contractors, suppliers, other municipalities and Region staff.
- Pro-actively develop relationships with stakeholders including the consultant industry.
- Participate in Corporate, Departmental or Branch management initiatives as required.
- Perform other duties as assigned to meet Branch and Department objectives.

WHAT WE'RE LOOKING FOR

- Successful completion of a University Degree in Civil Engineering from an accredited university.
- Must be registered as a Professional Engineer (P.Eng.) with the Professional Engineers Ontario.
- **Project Manager:** Minimum of five (5) years' experience (inclusive of E.I.T. experience) in any or all aspects of road, bridge, storm sewer projects/design, with demonstrated commitment to design quality and process as well as complex project management experience. **Senior Project Manager:** Minimum of five (7) years' experience (inclusive of E.I.T. experience) in any or all aspects of road, bridge, storm sewer projects/design, with demonstrated commitment to design quality and process as well as complex project management experience.
- A valid Ontario Class "G" drivers' license and reliable vehicle for use on corporate business.
- Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness, and demonstrating resiliency.
- Contemporary staff supervisory skills including knowledge of collective agreement administration and interpretation, labour relations principles and practices, and relevant employment legislation.
- Demonstrated project management skills to lead a project or work group, organize numerous tasks, set priorities and meet deadlines.
- Computer literacy utilizing MS Office applications in a Windows environment.

Council Approval Date

Scheduled Weekly Hours
35

Scheduled Shifts
8:30 am to 4:30 pm

Operational Hours

Close Date
September 25, 2024

of Hires Needed
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