
Non Union

Job Title:	Project Manager Water & Wastewater		
Job Opening Id:	25610	# Required:	1
Business Unit:	Public Works	Division:	Water & Wastewater
Location:	Environmental Centre	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	7	Salary Range:	\$82, 920.00 - \$97, 550.00
Post Date:	2019-02-20	Close Date:	2020-03-04

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

JOB SUMMARY

Reporting to the Senior Project Manager, the Project Manager Water & Wastewater Engineering is responsible for managing and administering CSO (Cost Sharing Program) and capital works projects from initiation, planning, execution, monitoring and controlling and closing, including conceptual design, predesign, detailed design, environmental assessment, public meetings, tendering, contract award, construction, progress payments, conflict management, completion of contract work and turn-over of completed works.

EDUCATION

- Post-secondary diploma in Civil, Mechanical, Electrical or Environmental Engineering or a related discipline.
- Post-secondary degree in Civil, Mechanical, Electrical or Environmental Engineering or a related discipline preferred.

KNOWLEDGE

- 5 years of project management experience in areas of planning, design, and implementing capital water and wastewater projects.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (C.E.T.) or equivalent
- Knowledge of MS Office MS Outlook, MS Project or other Project Tracking Systems.
- Knowledge of the Class Environmental Assessment process, Niagara Peninsula Standard Contract Document (NPSCD), Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), the Project Management Body of Knowledge (PMBOK) Guide, DWQMS and WWQMS, all applicable legislation and regulations (Occ. Health & Safety Act, Environmental Protection Act, Safe Drinking

Water Act, Ontario Water Resources Act, Municipal Act, Construction Lien Act, Ontario Building Code, etc.), all applicable contract law, and all water and wastewater standards (American Water Works Assoc., Canadian Standards Assoc., National Sanitation Foundation, etc.).

- Registration with Professional Engineers Ontario (PEO) preferred.
- Project Management Professional (PMP) certification preferred.
- Licensed Engineering Technologist (L.E.T) preferred.

RESPONSIBILITIES

1. Manages and delivers Water and Wastewater Capital Projects (such as system and linear assets, pumping stations, etc.) , under the guidance of a Senior Project Manager, throughout the Project Lifecycle (Initiation, Planning, Environmental Assessment, Design, Construction, Commissioning, and Close-out) by Managing the Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement for each individual project.

- Assigns work and provides direction on water and wastewater capital projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects
- Initiates, organizes and manages professional engineering consultants and contractors throughout projects, studies, technical workshops and meetings (i.e. value engineering, feasibility, optimization, functional design, facility needs assessments, technical assessments, pre-design and detailed design) for capital projects.
- Leads Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
- Manages contract preparation, administration, inspection, and quality assurance during construction phase of the project, ensuring compliance with contract specifications and negotiating and approving changes to contracts.
- Reviews consultant reports, designs, contract drawings, specifications, and equipment and materials to be supplied, ensuring compliance with legislated regulatory standards and certificates of approval, and expediting approvals from relevant agencies.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Manages the commissioning process of linear infrastructure and upgraded components of water and wastewater facilities and pump stations, ensuring regulatory compliance, while maintaining operations including: review and approval of plans, equipment start-up, equipment testing, operations and maintenance training, functional testing, identifying deficiencies, and negotiating resolutions with contractors.
- Prepares and/or sign applications for required approvals, permits, inspections and services.
- Monitors and evaluates performance of contractors, consultants, and others as appropriate.
- Prepares reports to Public Works and Corporate Services Committee, other standing committees, researching and assisting in the preparation of reports to regional or municipal councils, or more senior levels of government and other agencies on environmental issues and project-specific topics.
- Responsible for the Regional CSO and Wet Weather Control policy including evaluating for continuous improvements, preparing reports to committee, tracking and updating on projects, all under the direction of the Manager of Capital Planning. Address common interests and priorities that lead to increased partnership funding opportunities with Area Municipalities.
- Initiates, organizes and facilitates the CSO Control Work Group meetings and communicates with the Public Works Officials representing the interest of both the local and Regional jurisdiction.
- Initiates the Pollution Prevention and Control Plan (PPCP) studies with Area Municipalities and completes them as joint projects to serve as a stepping stone for any further work under the CSO Cost Share Program

2. Develops, Manages, and administers, Capital budgets and 10 year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed, in compliance with corporate financial and capital asset accounting policies and best practices in asset

management planning.

- Authorize and administer the acquisition of goods and services in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.

3. Leads communication with project team and engages stakeholders throughout project lifecycle (Initiation, Planning, Environmental Assessment, Design, Construction, Commissioning, and Close-out):

- Develops project charter and identifies and incorporates stakeholder interests in developing project scope.
- Communicates and presents project-related information at Regional and local councils, Business Improvement Associations, special interest groups, and coordinates with utility companies, area municipalities, conservation authorities, regulatory agencies (e.g. Ministry of Environment and Climate Change, Ministry of Natural Resources, Niagara Escarpment Commission, Canadian Department of Fisheries and Ocean, Transport Canada, Ministry of Transportation, etc.), railways, and other levels of government (i.e. provincial and federal), or elsewhere as required to promote good public relations and customer service on behalf of the Region.
- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project / construction updates to promote awareness, good public relations, and customer service on behalf of the Region.
- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other stakeholders, etc.
- Leads communications to project team and stakeholders for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Carry out responsibilities for project tracking updates, Drinking Water and Wastewater Quality Management System, Standards and Regulations (i.e. notice to maintenance for equipment in-service, MOE director's notifications, etc.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.

4. Manages project development and bid processes.

- Defines project requirements, develops project scope, determining project budget, creating a work breakdown structure, chairing scoping meetings, and preparing Terms of Reference.
- Prepares and issues Requests for Proposal (including issuing of addenda) for retention of consulting engineering services.
- Leads and conducts proposal interviews, and evaluates and analyzes proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and inspection.
- Schedules and advertises tender calls, issuing addenda, chairing and conducting tender openings, reviewing tenders, and evaluating and recommending on quotation and tender awards for construction.

5. Recommends on project issues leading to revisions of policies, procedures, and standards relating to the management of municipal water resources, servicing updates, and other related environmental matters.

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.
- Develops and updates specifications, construction contract documents, Request for Proposal template based on knowledge and experience.
- Recommends changes to the Niagara Peninsula Standard Contract Document (NPSCD) resulting from site, project specific, and new industry specifications/innovations.

- Researches new engineering products, materials, processes, and preparing reports outlining findings.

6. Perform other related duties and responsibilities as assigned or required.

SPECIAL REQUIREMENTS

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect

To view the full job description and requirements, visit our Careers page - **Job Opening# 25610**

Let us know why you would be an excellent team member by submitting your online application no later than **March 3, 2020** before midnight by visiting our 'Careers' page at www.niagararegion.ca . We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.