

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
DEVELOPMENT SERVICES DEPARTMENT
PROJECT MANAGER (CIVIL ENGINEERING) CONTRACT
FILE #: 2021-35**

Are you an experienced Project Manager? Do you have experience implementing road rebuilding and rehabilitation programs? The County is looking to fill a **two (2) year contract Project Manager** position to assist with projects based on our newly developed Asset Management Plan, and be a part of infrastructural renewal.

Reporting to the Director of Development Services, this position is responsible for planning, designing, tendering and contract administration of multi-disciplinary infrastructure Capital projects, with a primary focus on road reconstruction and development. This position supervises, reviews and directs the work of engineering consultants and engages consultants/contractors by preparing bid packages and administers the associated contracts to completion.

The ideal candidate will possess the following:

- University degree in Engineering along with a Professional Engineer designation (P.Eng) in good standing with the Professional Engineers of Ontario (PEO) with a minimum of five (5) years' work experience **OR**
- Diploma in Engineering along with a Certified Engineering Technologist (C.E.T) designation in good standing in the Ontario Association of Certified Engineering Technologists and Technicians (OACETT), with a minimum of seven (7) years' relevant work experience.
- Certification as a Project Manager Professional (PMP) through the Project Management Institute is an asset.
- A minimum of five (5) years' experience managing and leading road projects from beginning to end.
- Clear understanding of the roles and responsibilities of municipal project managers, other municipal staff, elected officials, consultant project managers, government agencies
- Demonstrated experience in Municipal Class EA projects, Master Plans and ECA's.
- Thorough working knowledge of the Excess Soil Legislation and familiarity with the Drainage Act and Municipal Drains.
- Work experience must include extensive municipal project management and contract administration experience in planning, coordinating, designing and constructing, complex, multidisciplinary projects in a municipal environment within the general field of water, sewer, roads and bridges infrastructure.
- Skilled in leading effective project teams and developing collaborative internal and external business relationships.
- Vast knowledge of construction methods, equipment and technologies related to water, sewer, road and bridges, design and construction. Including reading and interpreting site plans, engineering drawings and specifications.
- Ability to deal effectively at all levels of the organization and with consultants, contractors and the public exercising excellent negotiation and conflict resolution skills.
- Excellent interpersonal, organizational and analytical skills; coupled with the ability to prioritize activities to successfully meet deadlines.
- Proficiency in the use of general computer software, i.e. Microsoft Windows XP, Excel and Word including applicable project management, engineering analysis, design, and drafting.
- Must possess a valid Ontario "G" Driver's License in good standing and access to a reliable vehicle for business purposes.

The annual salary range for this position is \$87,794 to 106,676 as per Band 7 of the Non-Union By-Law. Compensation also includes a competitive benefit package. Please forward your application prior to **4:00 pm on April 26, 2021** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.