

January 16, 2020

## Senior Project Manager #24988

**DEPARTMENT:** Transportation Services Department  
**BRANCH:** Transportation and Infrastructure Planning Branch

Salary: \$117,209 to \$137,867 annually

**LOCATION:** 90 Bales Drive East, East Gwillimbury  
**STATUS:** Regular Full-Time

This is an Addition to staff  
Council Approved: December 19, 2019  
Non-Union position

### POSITION PURPOSE

Reporting to the Manager, Transportation Asset Management is responsible for planning and implementing large, sensitive and complex capital projects as part of the 10-year Capital program; providing project management services for asset management programming and the design and construction of roads, bridges, storm sewers; representing the Branch on corporate initiatives and leading teams in Branch process management and initiatives.

### MAJOR RESPONSIBILITIES

- Act as the Region's lead for the delivery of each capital project.
- Manage large, sensitive and complex projects including asset management programming, 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, acts as the project lead for complex capital projects and initiatives.
- Identify self-training and development needs and participate in appropriate training programs.
- Conform to Quality control and Quality Assurance program for project management services.
- Conform to design guidelines for capital infrastructure and assist with the maintenance of the design standards.
- Maintain 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 which is vital to ensure quality cost effective professional consultant services are received.
- Act as Departmental or Branch representative in Corporate, Departmental or Branch management initiatives
- Perform other duties as assigned to meet Branch and Department objectives.

### QUALIFICATIONS

- 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.
- Minimum of seven (7) years experience (inclusive of E.I.T. experience) in any or all aspects of road, bridge, storm sewer, quality and process as well as complex project management experience.
- A valid Ontario Class "G" driver's license and reliable vehicle for use on corporate business.
- Knowledge and demonstrated ability in corporate core competencies including communication, innovation, teamwork and collaboration, and personal ownership.
- 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.

Please apply online by **January 23, 2020 at 4:30 p.m.** As an alternative, you can apply via e-mail to [careers@york.ca](mailto:careers@york.ca); fax to 905-895-4232; mail or walk-in to 17250 Yonge Street, Newmarket, Ontario, L3Y 6Z1. All job vacancies are recorded on a 24-Hour Career Line and may be accessed by calling 877-464-9675 ext. 75508. We thank all candidates for their interest, however only those selected for an interview will be contacted via email.

*York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.*