



A Natural Attraction

The City of Quinte West invites applications for the following full-time position:

## **Project Manager, Water and Wastewater Services** **Public Works and Environmental Services Department**

The City of Quinte West is a vibrant rural/urban community with over 43,000 people located in Eastern Ontario. Set in a picturesque natural setting, Quinte West is known for being home to Canadian Forces Base Trenton and is now home to the newly built Trent Port Marina located at the mouth of the Trent Severn Waterway.

### **Purpose and Scope:**

The Project Manager is responsible for planning, designing, tendering and contract administration of multi-disciplinary infrastructure Capital projects. Projects will include but are not limited to, treatment facilities, reservoirs, pumping systems and remote monitoring facilities. 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 Project Manager is responsible for assisting the Superintendents with major facility repairs, maintenance, and system troubleshooting as requested.

This position is a contributing team member responsible for the day to day work and executing operations in line with department approved policies, plans and programs as well as efficiently meeting service standards in the delivery of municipal services.

### **Education/Specialized Training/Skills:**

- A minimum of a three (3) year community college diploma in Electrical or Mechanical engineering, engineering technology, or a related field, or an approved equivalent combination of education and experience.
- A valid Class G Driver's Licence and a safe driving record in good standing, satisfactory to the employer.
- A clear understanding of the roles and responsibilities of municipal project managers, other municipal staff, elected officials, consultant project managers, and government agencies.
- Demonstrated experience in Municipal Class Environmental Assessment (EA) projects and Master Plans.
- 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, and roads 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 and sewage facility 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.
- A highly developed sense of professionalism, tact and diplomacy.
- Demonstrated respect for highly confidential and sensitive issues.
- A high degree of emotional intelligence (the capacity to be aware of, control and express one's emotions and to handle interpersonal relationships judiciously and empathetically).
- Demonstrated customer service and public relations skills.
- Demonstrated ethical behaviour and business practices.
- The ability to work well independently on several projects concurrently and possess excellent communication, organizational and creative thinking skills.
- Proficient knowledge of related policies, procedures, legislation and initiatives.
- The ability to work with a diverse group of individuals in a team environment.
- A commitment to providing high quality, cost effective services to the City and the community.
- Strong organizational skills with the ability to prioritize work in a demanding environment.
- Strong computer skills including Google Workspace, Microsoft Word, Excel, PowerPoint, Dayforce (or other similar software programs) email and internet.
- Effective written and verbal communication skills.
- The ability to obtain and maintain a satisfactory criminal record check or security clearance, deemed acceptable to the employer.

**Work Experience Requirements:**

- A minimum of three (3) years of related experience in municipal engineering and construction, including one (1) year managing and leading projects from beginning to end.

**Nice to have:**

Although not required, the following would be considered a preferred asset to the position.

- A Certified Technician (CTech) or Certified Engineering Technologist (C.E.T) designation in good standing with the Ontario Association of Certified Engineering Technologists and Technicians (OACETT) or equivalent.
- Certification as a Project Management Professional (PMP).
- The ability to communicate in both English and French.
- Industrial Trade certification in electrical or mechanical field.
- Previous municipal experience.

**Remuneration:** 2025 Non-Union Salary Grid Band 8 - \$93,693.60 - \$101,829.00 annually.

**What we offer you:**

- OMERS pension plan
- Competitive employer-paid extended health benefits
- Minimum of 3 weeks vacation
- Opportunity to participate in our Flexible Work Program subject to applicable policies and approvals, which includes:
  - Hybrid work model for eligible positions
  - Flexible start time for eligible positions
  - Compressed biweekly work schedule for eligible positions

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on, June 28, 2026**. They may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) for more information.

The City of Quinte West does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment processes. All applications are reviewed and assessed by Human Resources staff and the hiring manager.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.