



Posting Id	2007
Department	Planning and Infrastructure Department
Division	Infrastructure Delivery
Section	Capital Infrastructure Programming & PMO
Job Grade	Admin Grade 07
Rate of Pay	\$61.70 - \$71.57 Hourly
Job Type	Temporary Full Time - Contract
Contract Length/End Date	Dec 31, 2024
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	03/30/2023
Application Deadline	04/14/2023

## Project Manager Infrastructure Delivery

### Position Summary

Reporting to the Manager, Capital Infrastructure Programming & PMO, the Project Manager, Infrastructure Delivery is responsible for administering the delivery of a variety of engineering projects including capital municipal infrastructure projects by leading a project team comprised of internal staff, retained consultants, contractors, and stakeholders.

### Key Duties and Responsibilities

- Engage with internal and external stakeholders to establish project scope and requirements
- Review project background information and historic data to prepare a detailed Terms of Reference
- Plan and manage the project in compliance with PMO methodology
- Coordinate with third party and other governments/agencies (York Region, City of Markham, City of Vaughan, Town of Aurora, TRCA, etc) to represent the City's interest for the delivery of joint jurisdictional projects and initiatives.
- Act as City's designated Project Manager for the delivery of joint jurisdictional projects and initiatives lead by other governments/agencies
- Coordinate City projects and infrastructure improvements with York Region as needed
- Lead, manage and direct the multi-disciplinary project team comprised of internal and external engineering professionals throughout the preliminary and detailed design stage
- Lead a variety of engineering projects such as annual Pavement Condition Assessments, Bridge and Culvert OSIM inspections, City Standard Updates, etc.
- Prepare and review all required engineering calculations, design sheets, and reports to ensure they meet prescribed design criteria
- Review and provide detailed comments for each design submission to ensure compliance with applicable standards and design criteria, and flag any constructability issues or property impacts
- Review invoicing from consultants and contractors in accordance with the financial control by-law and the Project Management Methodology
- Ensure all required regulatory approvals are obtained from appropriate governing bodies
- Ensure all required permits and approvals are in place according to project schedule
- Consult with internal and external stakeholders to ensure project requirements and issues are considered in the design and delivery process
- Prepare or review detailed schedules of contract items and quantities, and detailed specification writing to ensure a tightly written contract document
- Prepare or review any addendums required during tender
- Review results of tendering process and write the required staff report
- Act as City's designated Contract Administrator once contract is awarded
- Respond to all claims, disputes, and matters relating to the performance and quality of the work, or interpretation of the contract documents
- Designated authority to review and respond to the validity of all claims, to reject the claim, or to negotiate on behalf of the City as necessary
- Reject any work that is determined to be defective or does not conform to the contract requirements
- Respond to and resolve all Councillor and resident enquiries and complaints related to the project
- Participate in construction site meetings as required
- Review and recommend approval of the final payment release at project completion

### Education and Experience

- Degree in Civil Engineering or related discipline
- P. Eng designation is required
- PMP designation is an asset
- 7 years prior experience in a municipal environment is an asset

## Required Skills/Knowledge

- Proficiency with Microsoft Office Suite (Word, Excel, Access, Project, PowerPoint), Purchase Tracker, Adobe Acrobat, AutoCAD, ArcMap, Oceweb, etc.
- Sound technical knowledge, project management, and general management experience
- Previous experience in municipal engineering design, construction and contract administration
- Extensive knowledge of construction materials and supplier products, and their respective cost and benefits
- Negotiation and conflict resolution skills
- Knowledge of detailed design, constructability and construction field experience
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Occasional exposure to heat, cold, noise when visiting construction sites
- Demonstrate the City's corporate values of care, collaboration, courage and service

## Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

## How to Apply:

Please visit our website to apply: <https://jobs.richmondhill.ca/job/Richmond-Hill-Project-Manager-Infrastructure-Delivery-ON-L4B-3P4/569111817/>

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.