

Project Engineer

When you join the City of Guelph, you join a team of 2000 full and part-time employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment.

As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Our corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

The Opportunity

Resumes are being accepted for the position of **Project Engineer** within the Engineering and Transportation Services Department. Reporting to the Manager, Design and Construction, this position will be responsible for the design and project management of a wide range of municipal capital projects, including road, bridge, sewer and watermain construction to implement the Engineering and Transportation Services capital construction program. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

Hours of Work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Evening or weekend work will be required to attend meetings or respond to urgent issues.

Your role

- Completes detailed design for capital projects of roads, sewers, watermains and any other related work including design calculations.
- Schedules and oversees projects to ensure efficient and cost effective delivery of capital projects.
- Develop, maintain and implement project charters, project management plans, cost and schedule forecasts, risk management plans and other required documentation in compliance with the City's Project Management Office approved methodologies, tools and processes including developing and maintaining management plans for scope, schedule, cost, quality, resource, communications, risk, procurement and stakeholder management.
- Co-ordinates, directs and manages staff resources in the delivery of projects.
- Performs contract administration duties including preparation of contract tender documents.
- Co-ordinates project accounting including processing of payment certificates and invoices.

- Manages consultants retained to provide engineering services to the City of Guelph.
- Communicates and engages with stakeholders and public during the study, design and construction processes.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Assist in the preparation of the annual 10 and 25-year capital and operating budgets and monitor current project budget variance.
- Prepare reports and presentations on design and construction issues for Council, Community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Participate on technical committees in the development of policy, review of practices for municipal construction.
- Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Build and maintain positive working relationships with co-workers, other civic employees and public using principles of good customer service.
- Act as a technical resource to other departments and develop collaborative partnerships with agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the Infrastructure Services division
- Evaluate contractor and consultant performance on capital projects.
- Perform other related duties as assigned.

Qualifications

- Considerable experience related to the duties listed above, normally acquired through a University Degree in Civil Engineering or closely related field and considerable project management experience in municipal design and construction. Candidates with an equivalent combination of education and experience may be considered
- Registered as a Professional Engineer with the Professional Engineers of Ontario.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Familiarity with the Project Management Institute best practices.
- Knowledge of relevant legislation, guidelines, standards and specifications as it relates to municipal design and construction.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints effectively.
- Excellent interpersonal skills with the ability to engage staff and work in a team environment.

- Able to manage multiple and changing demands and priorities.
- Ability to communicate with all levels of staff, stakeholders and the general public, including preparing and delivering presentations.
- Knowledge of the Occupational Health and Safety Act.
- Experience with software applications such as AutoCAD and/or Civil 3D would be an asset.

In keeping with our corporate value of Wellness, The City of Guelph recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the ability to participate in our [Hybrid Work](#) and our [Flexible Time](#) programs. **Please note, this position is eligible for Hybrid and Flexible work arrangements (subject to change).**

Rate

\$99,503.20- \$124,379.00

How to apply

Qualified applicants are invited to apply using our **online** application system by **June 28, 2023**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

#LI-HYBRID