



JOB DESCRIPTION

The City of Orillia has an opening for the full-time position of Project Manager – Minor Capital Projects in the Engineering Division of the Development Services and Engineering Department.

DUTIES

- Prepare tender documents and contract administration for road resurfacing, sidewalk replacement, and minor infrastructure projects.
- Coordinate collection of necessary survey and geotechnical data.
- Participate in the roads and sidewalk assessment process and maintain a prioritized list of roads to resurface, and sidewalks to replace.
- Maintain accurate and clear records of road resurfacing, sidewalk replacement, and minor infrastructure projects.
- Occasionally participate in constructability reviews as part of the engineering team for capital projects.
- Coordinate and communicate with other City staff, consultants, contractors, media, council, and the public in a courteous, friendly, and efficient manner to always promote a high standard of public relations.

QUALIFICATIONS

- Post-secondary Diploma in Engineering Technology or related discipline.
- OACETT Certification as a Certified Engineering Technologist designation preferred.
- A minimum three (3) years of experience in a municipal environment preferred.
- Experience in design, construction, and management of municipal infrastructure is considered an asset.
- Excellent interpersonal, management, budgeting, supervisory, and communication skills with the ability to work effectively in a team environment.
- Excellent computer skills using MS Office Suite including Outlook, Excel, and Word.
- Possess a valid class 'G' Ontario driver's license with access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the employment commencement date.

Compensation for this position is \$85,021 to \$99,463, for a 35-hour work week, plus a comprehensive benefits package. Applications will be accepted until October 11, 2023, at noon.

Applications will only be accepted by applying online. Please click the “Apply Now” button below.

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.