



## JOB DESCRIPTION

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

## DUTIES

- Perform Project Management and Construction Administration duties for road, traffic, water, wastewater, and stormwater projects.
- Participate in the constructability reviews of projects prior to tender, preparation of tender documents and contracts.
- Manage project records, schedules, coordinate inspections, deficiency completion, change orders, payment certificates, and address project related complaints.
- Prepare applications and documentation for Ministry approval.
- 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.
- Oversee contractors, consultants, and suppliers, which includes monitoring compliance of drawings and specifications.

## QUALIFICATIONS

- Completion of a three (3) year Civil Engineering Technology diploma.
- OACETT Certification as a Certified Engineering Technologist considered an asset.
- Civil Engineering P.Eng Certification considered an asset.
- A minimum seven (7) years of experience in a construction supervision or project management role.
- Demonstrated project management experience with civil engineering design and construction projects.
- Proven experience in successful contract dispute negotiation and resolution is an asset.
- Familiarity and experience pertaining to the *Ontario Construction Act* is required.
- Working knowledge of road, traffic, water, wastewater and stormwater systems and experience with municipal construction site operations.
- Experience with on-site inspections for erosion and sediment controls is considered an asset.
- Demonstrated ability to successfully work in a team environment as well as excellent report writing, project management, communication, presentation, public relations, interpersonal, organizational, analytical and judgment skills.
- Knowledge and practical experience surrounding municipal government responsibilities and best practices.
- Knowledge and understanding of the use of Gannt Chart critical path scheduling to manage projects.
- 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 \$100,032 to \$117,023, 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.