



The Town of Newmarket, Engineering Services
Requires a **Capital Project Manager – Multi-Disciplinary**
Contract – 18 months (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward from the pandemic, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Under the direction of the Project Management Leader – Mulock Property, the Capital Project Manager – Multi-Disciplinary is accountable for the engineering design, delivery, scheduling, budgeting, cost control, dispute resolution and overall project supervision, site inspection, planning and contract administration of capital projects associated with the Mulock Property as well as other Town capital projects. These projects would augment the Town's linear infrastructure capital program and would include such initiatives as: major building construction and renovations (i.e. historic house, Conservatory), pumping stations (i.e. sanitary and water feature), recreation facilities (skate pavilion, splash pad, outdoor rink, etc.) green spaces, environmental and low-impact development projects, public spaces, parks, and other projects involving a broad range of multi-disciplinary design and construction work). The role applies project management and engineering processes to plan, execute, monitor and control the main "Project Management Knowledge" areas on all projects.

This position's initial focus is expected to include capital projects for the historic Mulock Property which will include adaptive re-use of a historic manor house, green spaces, art studio, historic formal gardens, a riverine fountain feature, skating trail, splash pad and skating pavilion, greenhouse conservatory, diversity gardens, a natural playground, and bike and walking trails as well as to work on other associated or similar Town capital projects.

How do I qualify?

- One of the following post-secondary qualifications is required:
 - Licensed Professional Engineer designation or eligible for membership in Professional Engineers Ontario (PEO) and progressive related experience, or
 - Architecture Degree, Licensed by the Ontario Association of Architects (OAA), or eligibility for licensure and with progressive related experience; or
 - Landscape Architecture Degree, designated Landscape Architect by the Ontario Association of Landscape Architects (OALA), or eligible for designation and with progressive related experience; or
 - Civil, Electrical, or Mechanical Engineering Diploma and certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (CET), or
 - OAA Licensed Technologist with significant demonstrated experience;
 - Or an equivalent combination of education and progressive experience working on multi-million dollar capital projects.
- Demonstrated progressive experience at a senior level in project management and in leading design and construction contracts, including the preliminary planning, environmental assessment stage, design alternatives, final detailed design, cost/quantity estimates, specifications, tender documents, construction site management, contract administration and inspection for the construction of municipal capital infrastructure including, but not limited to roads, parking lots, sidewalks, sanitary and storm sewers, watermains, street and walkway lighting, pumping stations, parks, recreation facilities, drainage structures, retaining walls, and municipal buildings.
- Knowledge of, and experience in applying the ten (10) Project Management Knowledge areas and their processes as defined by the project management institute.
- Thorough knowledge of municipal standards, design & construction practices, procedures and/or manuals including the Highway Traffic Act, the Occupational Health and Safety Act (OHSA), the Lake Simcoe Protection Plan and Lake Simcoe Protection Act, the Lake Simcoe Climate Change Adaptation Strategy, Ontario's Climate Change Action Plan, the Environmental Assessment Act, the Ontario Water Resources Act, the Federal Fisheries Act, MOECC Environmental Compliance Approvals, etc.
- Extensive experience in construction cost estimating, preparing multi-million dollar budgets and budget control.
- Ability to work independently with minimum supervision.
- Excellent organizational, project management, problem solving, report writing, communication, negotiation, collaboration, and mediation skills.
- Under the guidance of the Project Management Leader, ability to exercise judgment and communicate effectively with the general public, business owners and committees, contractors, consultants, staff, agencies and other levels of government (Regional, Provincial, Federal).
- Excellent customer service skills with an ability to maintain composure regardless of the demands of the environment.

- Demonstrated working knowledge of computer programs, inclusive of spreadsheet applications, Microsoft Office (Word, Excel, Outlook), MS Project, J.D. Edwards, and software supporting construction management systems programs. Working knowledge of asset management software programs.
- Available to work scheduled and unscheduled overtime as required.
- Valid Class "G" Driver's License in good standing with reliable vehicle to use on corporate business.
- Due to the responsibilities of this position a Police Information Check satisfactory to the Town is required. Professional designations that include a Police Information Check will be considered..

Salary: \$45.00 - \$55.07 per hour

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **February 22, 2024**, quoting the file number **24-20**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.