



**Project Manager, Capital Engineering**  
Permanent Full-Time  
J0224-0355

The Town of New Tecumseth is looking for a Project Manager, Capital Engineering to join our rapidly growing team.

**Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

**What we promise:**

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting directly to the Manager, Capital Engineering, this position is responsible for the management and coordination of assigned capital projects, programs, and studies related to the planning, design, implementation and construction for all aspects of municipal infrastructure.

**How you contribute to our organization:**

- Apply project management practices, procedures, methodologies including tools and templates for assigned projects.
- Undertake and coordinate engineering studies to identify short and long-term needs of the Municipality's infrastructure such as Municipal Class Environmental Assessments (MCEAs), Master Plans, feasibility studies, etc.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.
- Coordinate and review the work of consultants retained by the Town to undertake engineering services such as MCEA's, Master Plans, servicing studies, road and bridge condition assessments and inspections, topographic surveys, geotechnical services, detailed designs, cost estimates, tender documents, environmental site assessments and designated substances surveys.
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract awards to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.
- Monitor, document and oversee consultants to ensure projects advance as planned and designs are completed to meet project objectives.
- Author technical reports, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Supervisor or Manager.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications etc.

**What you bring to the team:**

- 3-year College Diploma in Civil Engineering Technology, or Bachelor of Engineering Degree in Civil or Environmental Engineering required.
- Certified Engineering Technologist (CET) with Ontario Association of Technicians and Technologists (OACETT), or Engineer in Training (EIT) required.
- Registered as Professional Engineer (P. Eng) with Professional Engineers of Ontario and Certified Project Management Professional (PMP) designation is considered an asset.
- 3-5 years of experience in a related position required.
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, construction drawings and technical reports.

- Knowledgeable in computer software and techniques applicable to project engineering, design coordination and administration.
- Valid Driver's Licence and reliable transportation.

**Salary:** \$71,853.60 - \$89,853.40, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, Monday through Friday

**Location:** Alliston, Ontario

**Start Date:** April 2, 2024

**To apply, please submit a cover letter, resume and copies of the required credentials (education, training, etc) by March 1, 2024.**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0224-0355&BRID=EX258904&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.