



SENIOR PROJECT MANAGER

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small-town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

Currently, the City of Belleville has an exciting opportunity for two (2) highly motivated, strategic, and dynamic individuals to join the Engineering and Development Department as Senior Project Managers.

Position Type: Permanent Full-time
Closing Date: July 18, 2024, at 4:30 PM
Department: Engineering and Development
File Number: SV24-49
Number of Positions: Two (2)
Hours of Work: Monday to Friday, 8:30 AM - 4:30 PM
Employee Group: Administrative Group
Salary/Rate of Pay: Grade 7 (\$98,088.59 - \$116,772.63)

PURPOSE AND SCOPE:

This position is responsible for the design, contract preparation, project management and public liaison of medium to high complexity municipal infrastructure improvement projects including environmental assessments, roads, bridges, sidewalks, sewers, watermains, intersection improvements, watercourses / drainage improvements, storm water management facilities and parks and recreation type projects.

KEY DUTIES AND RESPONSIBILITIES:

- Design of new and reconstruction of roads, including the verification of survey data, establishment of preferred vertical and horizontal alignments, production of profiles and cross sections and design of traffic signal/signage control infrastructure.
- Design of storm and sanitary sewers including the establishment of catchment areas, design parameters, review and/or development of background technical reports and complete design calculations including applying engineering seal to design drawings and calculations.
- Prepare and/or review the design of watermain and appurtenances. including hydrants, valves, bends, restraints, water services, etc. including applying engineering seal to design drawings and calculations.

- Prepare preliminary and detailed cost estimates for projects including estimates for Capital Budget.
- Prepare, review, and evaluate Tenders and Requests for Proposals.
- Hires, directs and administers the work of consulting firms carrying out Department studies or projects for the City.
- Liaison with governmental agencies, utility companies and other departments during design phase to resolve project conflicts and co-ordinate scheduling and obtaining all necessary regulatory approvals for capital projects assigned.
- Oversee preparation of Municipal Class Environmental Assessment reports undertaken by consultants and/or the City and attend public meetings as required.
- Co-ordinate and verify final tender drawings, prepare tender documents, and calculate all final quantities.
- Provide assistance to construction inspection and contract administration staff during the construction phase.
- Develop and provide assistance for public presentations of projects and departmental initiatives as required.
- Assists in the Department's initiatives on asset management related to municipal infrastructure.
- Prepares and reviews cost sharing methods including 'special charges' for the construction of municipal infrastructure related to new developments or service extensions for existing properties.
- In the absence of the Manager of Engineering/Deputy Director, oversee provide general oversight of the activities of the Engineering Section.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Minimum Qualifications:

- University degree in Civil Engineering or other closely related discipline and licensed as a Professional Engineer in the Province of Ontario.
- Ontario Class "G" Drivers' license, clean driver's abstract and access to a vehicle

Preferred Qualifications:

- Proficient with the latest versions of Microsoft Office and engineering design software.
- Familiarity with and knowledge of municipal engineering design guidelines, standards, and specifications such as OPSS, AWWA, TAC and Ministry of Environment guidelines.
- Familiarity with and knowledge of all relevant Federal and Provincial legislation concerning all matters of municipal engineering including the Environmental Assessment Act, Highway Traffic Act, Safe Drinking Water Act, Ontario Water Resources Act, Fisheries Act, Drainage Act, Public Transportation Highway Improvement Act, Occupational Health and Safety Act, Ontario Construction Act, On-Site and Excess Soil Management Regulations, etc.
- Possess excellent interpersonal, diplomacy, time, and project management skills.
- Possess excellent organizational, analytical, problem solving, presentations skills and excellent verbal and written communication skills.

WORK EXPERIENCE:

- Minimum of three years related engineering or project management experience.

WHAT'S IN IT FOR YOU:

- Competitive market salary
- Competitive employer-paid extended health benefits
- OMERS Pension Plan
- Opportunity to enter a hybrid work arrangement subject to applicable policies and approvals, following the successful completion of the probationary period.
- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.

HOW TO APPLY:

[City of Belleville – Employment Opportunities](#)

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).