

Project Manager, Wastewater

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

This position is responsible for implementation of capital projects on behalf of the Wastewater Services Division. Reporting to the Manager, Operations Wastewater Services, this position is required to liaise within the division and throughout the organization, including Procurement, Engineering and Capital Infrastructure Services, Finance, as well as external Consultants and Contractors to effectively coordinate and deliver capital projects within the established schedule, budget and scope.

Key duties and responsibilities

- Manage a variety of professional engineering assignments in one or more specialized areas of municipal engineering involving wastewater systems infrastructure.
- Complete all duties adhering to the code of ethics as per section 77 of the *Professional Engineers Act*, R.S.O. 1990, c. P.28.
- Leverage technical knowledge and expertise to ensure that engineering designs, plans, and calculations meet high standards of accuracy and quality.

- Ensure that projects comply with relevant codes, standards, and regulations, reducing the risk of legal and financial penalties.
- Identify potential risks early and implement mitigation strategies in order to proactively address issues.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Assist in the preparation of the annual capital and operating budgets and monitor current project budget variance.
- Act as a resource to provide research, data, interpretation and recommendations based on sound professional engineering practices.
- Serve as project manager directing project teams and provide technical direction to ensure desired project performance objectives are met.
- Develop formal project documents including Project Charters, Schedules, Risk Registers, and Business Cases, amongst others, and ensures project management rigor consistent with protocols of the City's Project Management Office and PMI.
- Complete financial reporting and co-ordinates project financial accounting including but not limited to processing of payment certificates and invoices.
- Engage stakeholders and the public where required through the design and construction process.
- Attend meetings with City staff, internal departments, divisions and external stakeholders as a representative of Guelph Wastewater Services.
- Evaluate contractor and consultant performance on capital projects.
- Assist with capital planning and supports the implementation of related capital upgrades, studies and coordination of project related trainings.
- Supervise procurement of major services, materials, supplies, and equipment, develops and supports service agreements and contracts, develops and awards Tenders, RFP's, RFQ's and manages increases in scope to existing projects.
- Prepare contract documents and specifications, purchase orders/requisitions, requests for quotations, and tendering as required.
- Responsible for writing reports and memos for customers, staff, management, and Council as well as SOP's, technical specifications, capital training requirements and work instructions.
- Ensure consultants, contractor and suppliers are compliant with contract specifications, corporate policies and MLTSD health and safety requirements
- Review drawings, purchasing documents and specifications prepared by staff, manufacturers, contractors and consultants.
- Pro-actively identify and address problems as they arise, as well as multi-task, prioritize and meet stringent deadlines and other KPIs.
- Other duties as assigned

Qualifications and requirements

- P.Eng. registration in the province of Ontario.
- Completion of post- secondary education in Engineering or a related discipline.
- Considerable experience in managing projects in a Wastewater operational environment.
- A valid Class G driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their

licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.

- Excellent project management skills with the ability to manage multiple priorities, scope, budget and deadlines.
- Knowledge of all wastewater related project phases (including conceptual design, pre-design, detailed design, and construction administration).
- Excellent understanding of municipal wastewater infrastructure and process design.
- Ability to utilize PMI project management methodologies (PMBOK) and project management software tools.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Knowledge of wastewater industry, municipal and provincial regulations related to wastewater treatment, collection, operation, maintenance, and environmental compliance.
- Ability to work independently and as part of a team.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Proficient with Microsoft Office (Word, Excel and Outlook).
- PMP, PgMP or CAPM designation is an asset.
- Experience with GIS and AutoCAD would be an asset.
- Candidates with an equivalent combination of education and experience may be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non Union Grade: 6: \$91,567.41- \$114,459.27

How to apply

Qualified applicants are invited to apply using our **online** application system by **August 6, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you

may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.