



Project Manager - Engineering

Non-Union

The Municipality of Chatham-Kent has an opening for one (1) permanent full-time and one (1) temporary full-time Project Manager - Engineering in the Engineering division. The temporary full-time opportunity is for a period up to January 2028.

Job description

The Project Manager - Engineering is responsible for a range of duties and projects that support the development, enhancement and/or rehabilitation of the Municipality's right-of-ways and linear infrastructure. This position is responsible for managing infrastructure projects including all aspects from scoping/planning, design including preparing designs, drawings, and overseeing construction contracts, through to project closeout and operationalizing infrastructure. This position acts as a subject matter expert in matters pertaining to the Municipality's linear infrastructure and works closely with internal and external customers to support the Municipality's infrastructure policy goals, strategic priorities and asset management responsibilities and reflect this in the delivery of capital infrastructure projects and in the technical review of associated elements of development applications.

Essential responsibilities

- Demonstrate Chatham-Kent's core values and competencies.
- Manages the delivery of infrastructure capital projects from inception to completion, including planning/scoping, design, approvals, budget, schedule and construction, and commissioning/operationalizing infrastructure.
- Apply sound project management practices and methods to monitor projects and Key Performance Indicators, including overseeing of project budgets, schedules and scope.
- Procuring and managing architects, engineers and other consultants throughout design and construction projects Using standardized RFP and procurement processes in accordance with the corporate purchasing policy.
- Assist department and division with developing multi-year budget plans/forecasts including lifecycle, operations and capital budgets and preparation of project cost estimates.
- Prepare reports and materials for and facilitate or attend public, committee and Council meetings as required.
- Assist in the preparation and update of policies, procedures and By-Laws for Chatham-Kent.
- Prepare technical reports, and review and prepare preliminary and detailed designs for a variety of civil/linear infrastructure projects, including sanitary and storm sewers, watermain, pumping stations and drainage works, pavement, curb and gutter, and other tasks as assigned.
- Oversee project construction and manage project closeouts and commissioning/operational assumption of infrastructure, including managing and co-ordinating field inspections, undertaking or overseeing consultant performance of construction site inspection and contract administration, preparing payment certificates and ensuring quality control on all assigned projects.
- Preparation of project estimates, local improvement assessments and project schedules.
- Use criteria under Provincial Acts, Statutes and Procedures for obtaining project approvals.
- Create programmatic and manual reports on the data within the infrastructure management databases.
- Preparation of technical specifications and reports including the preparation of contract documentation for the procurement of tender and proposal bids.
- Review and ensure adherence to the Ministry of the Environment, Conservation and Parks (MECP) Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI-ECA).
- Maintain condition assessments and infrastructure management studies for roads, sidewalks, bridges,

traffic signals, sewers, watermains and railway crossings.

- Perform hydraulic modeling analysis of municipal water, wastewater and drainage infrastructure networks for system capacity assessments through the use of storm water management software.
- Lead technical reviews of development applications / design submissions for linear infrastructure (at-grade /roadway/active transportation, as well as underground including servicing of subdivisions and site plan developments and including storm water management).
- Act as a subject matter expert and provide technical management and guidance on assigned project/tasks and deliverables, including assessing facility needs/determining requirements, and developing and informing solutions.
- Demonstrate strategic thinking and sound judgement to prioritize and organize various project phases in line with customer and Municipal requirements, reflecting Corporate priorities and risk management.
- Collaborate and build connections with internal departments and external agencies and act as liaison, negotiator and facilitator, working in tandem with other Municipal departments to ensure project delivery is in alignment with internal customer/Municipal needs as well as various Municipality and/or community plans and strategies.
- Plan and conduct public engagement, and ensure the customer perspective guides decisions and activities, and use appropriate communication techniques to respond to customer inquiries and resolve concerns.
- Participate in opportunities for leadership development through training and support of team including development and mentoring of junior and intermediate technical staff.
- Incorporate and align with the Chatham-Kent Strategic Plan.

Essential qualifications

- College Diplome or University Degree in Civil Engineering or related field.
- Four (4) to six (6) years related experience in capital design and construction project management of linear infrastructure.
- Experience preparing request for proposals and tender documents for consultant and construction assignments.
- Knowledge of the latest developments and leading practices in linear infrastructure engineering industry and profession, and familiarity with best practices.
- Sound knowledge of financial modelling and activity based costing systems related to capital projects for the purpose of tracking project budgets and costs.
- Experience managing operating, lifecycle and capital budgets.
- Ability to interpret technical issues and explain to all levels of the organization in an understandable, clear and concise manner.
- Ability to think strategically, anticipate and consider large scale issues and develop credible short-term as well as long-term strategies and plans.
- Working knowledge of relevant municipal, provincial and federal government processes, acts and legislation such as the Occupational Health & Safety Act, and the Accessibility for Ontarians with Disabilities Act, and related Standards.
- Familiarity with the Local Improvement Act, Ontario Building Code, Ontario Provincial Standards and Canadian Highway Bridge Design Code and Roadway Geometric Design Standards.
- Excellent computer skills in AutoCAD 2007 or higher, MicroStation, ArcGIS and knowledgeable in the use of total station and GPS equipment is considered an asset.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs).

Other qualifications

- Experience in a municipal or other government setting is considered an asset.
- Supervisory experience, preferably in a municipal environment, is considered an asset.
- Experience developing policies and by-laws relating to linear infrastructure and transportation is considered an asset.

- Experience performing hydraulic modeling analysis of municipal water, wastewater and drainage infrastructure networks is considered an asset.
- Ability to establish positive relationships with the public, Municipal Staff, Council, committees, and related organizations at the local, provincial and national levels.
- Ability to build trust and credibility in a politically sensitive role with competing demands and priorities.
- Strong knowledge of the Municipality's policies, procedures, by-laws and applicable legislation and regulations is considered an asset.

Certifications, memberships, licenses

- Membership and registration with the Ontario Association of Certified Engineering Technicians and Technologists as a CET or C.Tech or with Professional Engineers Ontario as a Professional Engineer (P.Eng.) is preferred.
- Project Management Professional (PMP) certification is considered an asset.

Work environment/hours of work

This position works both indoors and outdoors

This position works weekday hours, with occasional evening and weekend hours

Working Remotely

This position has been approved for remote working, at the discretion of the supervisor based on the Working Remotely Policy.

This position may be required to attend on-site meetings in order to complete essential responsibilities of the role. As per the Working Remotely Policy, employees scheduled to work remotely on a certain day may occasionally be called to a municipal onsite work location on short notice. Employees must remain flexible to accommodate municipal requirements and be prepared to be called in on short notice.

Location

Civic Centre, 315 King St. W, Chatham, Ontario

COVID-19 Vaccination

The Municipality of Chatham-Kent no longer requires a COVID-19 vaccination as a condition of employment. Although it is not mandatory to be vaccinated, it is highly encouraged.

Driver's licence/vehicle requirements

Because of the responsibilities, this position requires the successful candidate to have a valid class G (or higher) Ontario driver's licence; a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2) convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years; because this position may be required to drive their own vehicle, a reliable vehicle is also required.

Background check requirements

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification and employment reference check.

Essential physical and/or safety requirements

- Walking: frequent walking on level surface, frequent walking on rough surface (site reviews/inspections)
- Sitting: frequent sitting in chair and/or vehicle seat

- Standing: frequent standing indoors and outdoors
- Foot action: frequent one and two foot action
- Hands: frequent fine finger dexterity (movement), gripping, pinching, mousing

Benefits

This **permanent full-time position** has an annual salary of \$94,300 to \$106,625 and will receive benefits including: participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive group benefits package following the successful completion of a 3 month waiting period.

This **temporary full-time position** has an hourly wage of \$51.418 to \$58.138 and will receive 15% in lieu of benefits (which includes group benefits, statutory & non-statutory holidays, and non-enrolment in OMERS) and 4% vacation pay. Where a permanent employee is receiving benefits and is the successful candidate for a temporary vacancy, benefits will remain as per the policy manual.

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

www.chatham-kent.ca