



## 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](http://www.belleville.ca)

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individuals to join our Engineering and Development Services Department as Project Manager.

---

**Position Type:** Permanent Full Time

**Number of Positions:** One (1)

**Department:** Engineering and Development Services Department

**File Number:** SV24-147

**Location:** City Hall (169 Front Street, Belleville, ON)

**Hours:** 35 hours per week, Monday – Friday 8:30 AM – 4:30 PM

**Employee Group:** Non-Union

**Salary:** Grade 8 (\$91,785.57 - \$109,269.70)

**Closing Date:** January 30, 2025, at 4:30 PM

---

### PURPOSE AND SCOPE:

Reporting to the Senior Project Manager - Design, this position is responsible for the design, contract preparation, project management and public liaison of municipal infrastructure improvement projects including roads, bridges, sidewalks, sewers, watermains, intersection improvements, watercourses/drainage improvements, storm water management facilities and parks and recreation type projects.

### KEY RESPONSIBILITIES:

- Prepare and/or review the 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.
- Prepare and/or review the design of storm and sanitary sewers including the establishment of catchment areas, design parameters, review and/or developments of background technical reports and complete design calculations.
- Prepare and/or review the design of watermains and appurtenances including hydrants, valves, bends, restraints, water services, etc.

- Prepare preliminary and detailed cost estimates for projects.
- Prepare and review Tenders and prepare reports for Council.
- Prepares Requests for Proposals, and Requests for Quotations, hires, directs and administers the work of consulting firms carrying out work on studies or capital projects for the City
- Liaise with governmental agencies, utility companies and other departments as well as members of the public during the design phase to resolve project conflicts and co-ordinate scheduling.
- Assist in the review of traffic engineering issues and in the operation of traffic signal/signage control infrastructure.
- Assist in the preparation of Environmental Assessment reports and attend public meetings as required during project designs.
- Co-ordinate and verify final tender drawings, prepare tender documents and calculate all final quantities.
- 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.

**Note:** *the above duties and responsibilities are not to be construed as all-inclusive.*

#### **EDUCATION/TRAINING/SPECIALIZED SKILLS:**

##### Minimum Qualifications:

- Graduate of Community College Civil Engineering Technology Program or equivalent with OACETT membership.
- Must possess and maintain a valid class "G" driver license in good standing and access to a reliable vehicle for business purposes.

##### Preferred Qualifications:

- Post-secondary education in project management or a related field.
- Registered EIT or Licensed Professional Engineer with Professional Engineers Ontario (PEO).

#### **WORK EXPERIENCE:**

##### Minimum Qualifications:

- Three (3) to five (5) years minimum related engineering or project management experience.

##### Preferred Qualifications:

- Three (3) to five (5) years' experience in a municipal environment.
- Possess familiarity and knowledge of standards and specifications such as OPSS, TAC, Ministry of Environment guidelines.
- Possess familiarity and knowledge of the Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act, On-Site and Excess Soil Management regulations, etc.
- Demonstrated experience in Municipal Class EA projects, Master Plans and ECA's.
- Work experience including extensive municipal project management and contract administration experience in planning, coordinating, designing and constructing, multidisciplinary projects in a municipal environment within the general field of water, sewer, roads and bridges infrastructure.

- Skilled in leading effective project teams and developing collaborative internal and external business relationships.
  - Ability to deal effectively at all levels of the organization and with consultants, contractors and the public exercising excellent negotiation and conflict resolution skills.
  - Excellent interpersonal, organizational and analytical skills; coupled with the ability to prioritize activities to successfully meet deadlines.
  - Proficiency in the use of general computer software, i.e. Microsoft Windows XP, Excel and Word including applicable project management, engineering analysis, design, and drafting.
- 

#### **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:**

[www.belleville.ca/careers](http://www.belleville.ca/careers)

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).