

Project Manager – Facilities and Energy Management (Temporary, 2 years)

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

Looking to make a real impact and join in the fight against climate change? We are currently hiring for a Project Manager – Facilities and Energy Management to join the City of Guelph's Energy and Climate change team. The successful candidate will be a collaborative, client-focused project manager that will be responsible for end-to-end coordination and oversight of various exciting projects and initiatives that focus on climate change mitigation, energy conservation and greenhouse gas (GHG) reduction throughout the community and municipal operations at the City of Guelph. The position will report to the Manager, Energy and Climate Change.

Key duties and responsibilities

- Project manage all activities leading to the successful implementation of Energy and Climate Change projects (e.g. community programs, industrial process upgrades, municipal infrastructure upgrades, new construction and building facility upgrades).

- Act as an Energy and Climate Change team representative and liaise between external stakeholders in the community, consultants, clients and City departments in matters pertaining to Energy and Climate Change initiatives.
- Provide members of the public information regarding climate change projects and initiatives through community engagement events. Events may occur outside of regular business hours.
- Analyze energy and greenhouse gas emissions data for performance tracking and reporting.
- Manage project performance, schedules, and cost throughout different stages in the project lifecycle.
- Conduct detailed energy audits and reviews (reports, designs, drawings, specifications) and identify energy conservation and GHG emission reduction opportunities.
- Oversee the design and implementation of capital projects including: preparation and review of contracts and tender documentation; management of the tender process; selection of vendors; management/oversight of design, construction, post-project commissioning and measurement and verification; review of change orders, progress payment certificates, and invoices and recommend payment; review of construction to ascertain it is in general conformance with contract documents; manage shop drawings, site instructions, change notices, change orders, and record drawings and manuals; oversee clearing of deficiencies, and address warranty issues.
- Cultivate and maintain excellent working relationships with facility managers, operations staff, and other project stakeholders; provide consultation services to determine project requirements (energy and non-energy), provide them with regular status updates and manage any issues in a positive, thorough, and proactive manner.
- Manage and coordinate the work of architects, engineers, consulting teams and contractors to meet the requirements of the project.
- Manage and coordinate the application and fulfillment process for energy conservation and greenhouse gas grants and incentives.
- Conduct site inspections and oversee/prepare deficiency reports for appropriate action.
- Responsible for payment certificates for the consultants, the contractor and other vendors.
- Ensure that all safety and operational procedures are followed during work performance.
- Ensure adherence to AODA requirements.
- Other relevant duties as assigned.

Qualifications and requirements

- Completion of post-secondary education in mechanical/electrical engineering or a related discipline.
- P.Eng. or eligible for registration in the province of Ontario within one year.
- Certified Energy Manager (CEM) credentials considered an asset.
- Considerable energy and climate change programs experience (e.g. community-based climate action programs, energy upgrades, retro-commissioning, energy auditing, measurement and verification, energy policy, climate change mitigation and adaptation strategy development).
- Considerable experience in sustainable design and construction within the ICI sector (Institutional, Commercial and Industrial), with knowledge of buildings, process equipment, HVAC and electrical systems as they relate to energy management and GHG emissions reduction.
- Experience in community engagement facilitation and successfully convening stakeholders.
- Experience in ISO 50001 Energy Management Systems implementation and auditing considered an asset.

- Excellent communication and interpersonal skills with the ability to communicate with all levels of staff, stakeholders, contractors and the general public.
- Ability to prepare presentations on energy savings and present to staff and project stakeholders.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints effectively.
- Experience leading projects on time and on budget.
- Excellent analytical, organizational and problem-solving skills with the ability to manage multiple tasks and priorities in a demanding environment.
- A valid Class G drivers 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 requirements.

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: \$94,319.68- \$117,899.60

How to apply

Qualified applicants are invited to apply using our **online** application system by **Monday, February 17, 2025**. 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.