



Project Manager, Capital Engineering, Special Projects

Permanent Full-Time

J0225-0655

The Town of New Tecumseth is looking for a Project Manager, Capital Engineering, to join our rapidly growing team. This is a new position to support the Special Projects Team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting directly to the Manager, Special Projects, this is a new position that is responsible for the management and coordination of assigned capital projects, programs, and studies related to the planning, design, implementation and construction for all aspects of municipal infrastructure. Field inspection duties are required for capital engineering projects. This position is expected to cross-train and provide support to the Engineering Department.

How you contribute to our organization:

- Apply project management practices, procedures, methodologies including tools and templates for assigned projects.
- Undertake and coordinate engineering studies to identify short and long-term needs of the Municipality's infrastructure such as Municipal Class Environmental Assessments (MCEAs), Master Plans, feasibility studies, etc.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.
- Coordinate and review the work of consultants retained by the Town to undertake engineering services such as MCEA's, Master Plans, servicing studies, road and bridge condition assessments and inspections, topographic surveys, geotechnical services, detailed designs, cost estimates, tender documents, environmental site assessments and designated substances surveys.
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract awards to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.
- Monitor, document and oversee consultants to ensure projects advance as planned and designs are completed to meet project objectives. Review and collaborate with design consultants to ensure efficient and cost-effective deliverables. Ensure design drawings, supporting documents and reports are updated as required.
- Prepare project specific circulations to other departments/agencies
- Comply with all corporate competencies, values, policies, and procedures at all times.
- Author technical reports, by-laws, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Supervisor or Manager.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications etc. Responds to emergency situations on construction sites where required and arranges for corrective measures.
- Prepare and process financial documents such as invoices, progress payment certificates, holdbacks, grant funding reporting, and other financial documents related to the project for approval and signature of Supervisor, Manager, and Director.
- Prepare reports to Council in keeping with the department's practices with respect to timelines and completeness.
- Perform other related duties and undertake special projects as assigned.

What you bring to the team:

- Three (3) year College Diploma in Civil Engineering Technology, or Bachelor of Engineering Degree in Civil or Environmental Engineering.
- Certified Engineering Technologist (CET) with Ontario Association of Technicians and Technologists (OACETT), or Engineer in Training (EIT)
- Registered as a Professional Engineer (P. Eng) with Professional Engineers of Ontario is considered an asset.
- Certified Project Management Professional (PMP) designation is considered an asset.
- Three to five years' experience in a relevant related position.
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, construction drawings and technical reports.

Salary: \$86,354.00- \$107,937.83, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

Location: Town Administration Centre, 24 Tupper Street West, Alliston

Start Date: March 31, 2025.

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our website by March 13th, 2025.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0225-0655&BRID=EX308015&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.