

Project Manager, Property Management

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

We are currently hiring for the position of Project Manager, Property Management, for the Water Services and Parks Departments. This cross functional position will focus on the implementation of the Arkell and Carter Wellfields Forest Management Plan, invasive species management, user agreements and overall ecosystem health on behalf of the Water Services Division to ensure the ongoing protection of water resources. This role will collaborate with various internal and external stakeholders including Procurement, Finance, as well as external consultants and contractors to effectively coordinate and deliver projects and programs within the established schedule, budget and scope. Reporting to the General Manager, Parks, the candidate will support natural asset management of the City's critical water system and aid in the achievement of the community vision – to be the city that makes a difference.

Key duties and responsibilities

- Project manage a variety of assignments in one or more specialized areas of forest management, water management, natural hazards, invasive species management, and water asset maintenance programs, in a municipal drinking water groundwater system.

- Continue the work of implementing the program of work associated with the non- operational and operational areas. This includes trails use and connections, risk assessments, site inspections, security, tree planting, coordination of on-going maintenance not associated with drinking water infrastructure.
- Liaise and negotiate with site users, consultants, contractors and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications.
- Assist in the preparation of the annual capital and operating budgets and monitor current project budget variance.
- Participate in major capital project works for the Water Department and its associated infrastructure projects to ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws related to these sites.
- Support or lead projects identified in the City's Parks and Recreation Master Plan, Trail Master Plan, Urban Forest Management Plan and Natural Heritage Action Plan.
- Develop formal project documents including Project Charters, Schedules, Risk Registers, and Business Cases, amongst others, and ensures project management vigour consistent with protocols of the City's Project Management Office and PMI.
- Complete financial reporting and coordinates project financial accounting including processing of payment certificates and invoices.
- Engage stakeholders and the public as appropriate, including the implementation of an internal City of Guelph committee to provide ongoing guidance on property use.
- Act as a resource to provide research, data, interpretation, and recommendations based on sound professional practices.
- Maintain professional knowledge in applicable areas and keep abreast of changes in job related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Act as a technical resource to other departments and develop collaborative partnerships with agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the property management.
- Evaluate contractor and consultant performance on capital projects.
- Attend meetings with City staff, internal departments and external stakeholders as a representative of Guelph Water Services.
- Conduct studies and pilot programs as directed by City of Guelph management staff.
- Support internal benchmarking and continuous improvement initiatives.
- Supervise procurement of major services, materials, supplies, and equipment. Develop and support service agreements and contracts. Develop and award Tenders, RFP's, RFQ's and manage increases in scope to existing projects.
- Responsible for writing reports and memos for customers, staff, management, and Council.
- Develop Standard Operating Procedures, technical specifications, and work instructions.
- Other duties as assigned.

Qualifications and requirements

- Completion of post-secondary education in, Environmental Science, Civil or Environmental Engineering, Project Management or a related discipline. Candidates with an equivalent combination of education and experience may be considered.
- Considerable experience in managing projects related to sustainable forest management.
- 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 requirement.

- Knowledge of water supply and asset management.
- Excellent project management skills with the ability to manage multiple projects and priorities.
- Ability to manage scope, budget and meet tight deadlines as well as properly coordinate the efforts of multi-disciplinary project teams.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Excellent oral and written communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Ability to work independently and as part of a team.
- Ability to analyze data, perform calculations and work with large data sets.
- Advanced skills in Microsoft Office (Word, Excel and Outlook).
- Experience with project management software tools.
- Experience with municipal water supplies is an asset.
- Experience with GIS, Hydraulic Modelling, and AutoCAD would be an asset.
- PMP designation is an asset.
- C.E.T or P.Eng. registration in the province of Ontario is an asset.

Hours of work

35 hours per week Monday to Friday, between the hours of 8:30am to 4:30pm.

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 **April 14, 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.