

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting Full Time Non-Unionized opportunity in the Environmental Services Department for an experienced and motivated individual.*

**Project Manager, Wastewater and Stormwater Services  
(FILE #J0425-0176)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Responsible for:**

Reporting to the Manager, Wastewater and Stormwater Services, the Project Manager, Wastewater and Stormwater Services is responsible for managing and administering operational and minor capital projects from initiation, planning, execution, monitoring and controlling, and closing including, but not limited to, planning, conceptual design, pre-design, detailed design, tendering, contract award, construction, and turn-over of completed works. Projects include, but are not limited to, the operation, maintenance, upgrade, construction, and/or rehabilitation of linear and vertical wastewater and stormwater infrastructure (i.e. pumping stations, lift stations, force mains, gravity mains, stormwater management ponds and retention systems, and other related wastewater collection and stormwater management infrastructure). The Project Manager, Wastewater and Stormwater Services is required to liaise within the department and interdepartmentally as well as with external Consultants and Contractors to effectively coordinate and deliver complex projects within the established schedule, budget and scope.

**Responsibilities**

Manages and delivers operational and capital wastewater and stormwater projects throughout the project lifecycle (Initiation, Planning, Design, Construction, Commissioning, and Close-out) by managing the integration, scope, time, cost, quality, human resources, communications, risk, and procurement for each individual project:

- Manages projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants, and contractors to support the delivery of studies, projects, programs, and initiatives.
- Initiates, organizes and manages professional engineering consultants and contractors throughout projects, studies, technical workshops and meetings (i.e. value engineering, feasibility, optimization, functional design, facility needs assessments, technical assessments, pre-design and detailed design) for projects.
- Manages contract preparation, administration, inspection, and quality assurance throughout the project, ensuring compliance with contract specifications and negotiating and approving changes to contracts.
- Reviews consultant reports, designs, contract drawings, specifications, and equipment and materials to be supplied, ensuring compliance with legislated regulatory standards and certificates of approval, expediting and securing approvals from relevant agencies.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Manages the commissioning process of linear infrastructure and upgraded components of wastewater and stormwater facilities and pump stations, ensuring regulatory compliance, while maintaining operations including: review and approval of plans, equipment start-up, equipment testing, operations and maintenance training, functional testing, identifying deficiencies, and negotiating resolutions with contractors.
- Prepares and/or signs applications for required approvals, permits, inspections and services.

- Completes financial reporting and coordinates project financial accounting including processing of payment certificates and invoices, monitoring budget adherence, identifying and explaining variances, timely billing, and ensuring completeness of funding and financial

reporting is effectively managed, incompliance with corporate financial and accounting policies and best practices in asset management planning.

- Monitors and evaluates performance of contractors, consultants, and others as appropriate.
- Prepares Memorandums and Reports, researching and assisting in the preparation of reports to the Senior Leadership Team, Council, more senior levels of government, or other agencies on project-specific topics.
- Ensures compliance with all applicable federal, provincial, environmental, and health and safety legislation, regulations, codes, standards, and amendments.
- Performs and reports on-site inspections and assessments.

Leads communication with project team and engages stakeholders throughout project lifecycle (Initiation, Planning, Design, Construction, Commissioning, and Close-out):

- Develops project charter and identifies and incorporates stakeholder interests in developing project scope.
- Communicates and presents project-related information within the department, interdepartmentally, at Council, to special interest groups, and coordinates with utility companies, Regional partners, local area municipalities, conservation authorities, regulatory agencies, railways, and other levels of government (i.e. provincial and federal), or elsewhere as required, to promote good public relations and customer service on behalf of the City.
- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project/construction updates to promote awareness, good public relations, and customer service on behalf of the City.
- Solicits project comments from the project team at multiple formal and informal project milestones throughout the design and construction phases.

Manages project development and bid processes:

- Defines project requirements, develops project scope, determines project budget, creates a work breakdown structure, chairs scoping meetings, and prepares Terms of Reference and associated specifications.
- Works closely with Procurement Services to develop and implement optimal procurement processes, ensuring agile project development and delivery in compliance with City policy and by-laws.

Completes inter-department technical reviews on behalf of Wastewater and Stormwater Services and evaluates the effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements:

- Oversees the review of development submissions and inter-departmental deliverables as they relate to Wastewater and Stormwater Services.
- Recommends on project issues leading to revisions of policies, procedures, and standards relating to the management of municipal water resources, servicing updates, and other related matters.
- Recommends and adopts new strategies to address impacts on City infrastructure and future priorities.

*Qualifications and experience:*

- Successful completion of a University Degree in Civil Engineering, or related discipline, from an accredited university and registered as a Professional Engineer (P. Eng.) with Professional Engineers Ontario. Certification as a Project Management Professional (PMP) through the Project Management Institute and/or working towards the PMP designation.
- Minimum of five (5) years of project management experience in the areas of planning, designing, and implementing operational and capital projects directly related to municipal wastewater collection and stormwater management systems.

- Experience managing the design, construction, and delivery of wastewater and stormwater infrastructure projects on time and on budget.
  - Knowledge of all wastewater and stormwater project phases (including conceptual design, pre-design, detailed design, and construction administration).
  - Excellent understanding of municipal wastewater and stormwater infrastructure and process design.
  - Knowledge of the Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, Occupational Health and Safety Act and all other applicable legislation, regulations, codes, and standards.
  - Extensive knowledge of the Ontario Construction Act and its regulations including, but not limited to, prompt payment and adjudication provisions as well as common law and precedents associated with construction contracts.
  - Vast knowledge of construction methods, equipment, and technologies related to design and construction including reading and interpreting site plans, engineering drawings, and specifications.
  - Knowledge of SCADA system planning, operation, and maintenance, asset management platforms (Innovize Info Asset Manager), enterprise resource planning software (JD Edwards), and customer relationship management systems.
- Proven ability to work with data and develop operational programs which are flexible and goal oriented; coupled with the ability to critically evaluate alternatives and prioritize activities to successfully meet deadlines.
- Strong and effective report writing and project management skills, with the ability to achieve program objectives successfully and coordinate the efforts of multi-disciplinary project teams while working within tight deadlines and approved budgets.
  - Excellent oral and written communication skills with the ability to communicate with all levels of staff, stakeholders, and the general public, effectively communicating technical information to both non-technical and technical audiences.
  - Strong interpersonal, leadership, and team building skills.
  - Excellent analytical skills with the ability to analyze data, perform calculations, and work with large amounts of data.
  - Proficient computer skills in Microsoft Office (Word, Excel, Power Point, and Outlook).
  - Experience with project management software tools.
  - Experience with GIS, Hydraulic Modelling, and AutoCAD would be an asset.
  - Ability to work independently.
  - Knowledge of and demonstrated ability in the City's core competencies and relevant functional competencies.
  - Possess a valid Ontario "G" Driver's License, in good standing, with access to a reliable vehicle for corporate use.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Monday May 5, 2025 at: [City of Vaughan - Project Manager, Wastewater and Stormwater Services](#)

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*