



SENIOR PROJECT MANAGER - DESIGN

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

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 Senior Project Manager - Design.

Position Type: Permanent Full Time

Number of Positions: One (1)

Department: Engineering and Development Services Department

File Number: SV24-144

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 6 (\$116,579.97 to \$138,786.51). Additionally, this position is eligible for a market adjustment up to \$149,000.

Closing Date: May 14, 2025, at 4:30 PM

PURPOSE AND SCOPE:

This position is responsible for leading one of the City's Engineering Capital Project Teams in the design, contract preparation, project management, and public liaison of medium to high complexity municipal infrastructure improvement projects including environmental assessments, roads, bridges, sidewalks, sewers, watermains, intersection improvements, watercourses/drainage improvements, storm water management facilities and active transportation projects.

KEY RESPONSIBILITIES:

Leadership and Project Management

- Provide leadership and oversight of design and project management from planning stage through final design, including tendering and support during construction to deliver quality capital projects on time and within budget.
- Supervise a team of design and project management staff comprised of project managers, project coordinators, and engineering technologists by providing direction, quality control, training, and

guidance to project team members.

- Manage project schedules and staff resources in accordance with corporate priorities.
- Develop and implement a Quality Assurance Program in conjunction with the Manager of Engineering including project specific Risk Management Plans.
- Prepare preliminary and detailed cost estimates for projects including input into the City's annual Capital Budget, 10 Year Capital Plan and annual Operating Budget.
- Ensure continuous improvement by reviewing best practices, investigating, and identifying alternative / innovative service delivery options.

Engineering Design

- Design of new and reconstruction of existing roads, including verification of survey data, establishment of preferred vertical and horizontal alignments, production of profiles and cross sections and design of traffic signal/signage control infrastructure.
- Design of storm and sanitary sewers including the establishment of catchment areas, design parameters, review and/or development of background technical reports and complete design calculations including applying engineering seal to design drawings, calculations, and necessary approval applications.
- Prepare and/or review the design of watermain and appurtenances. including hydrants, valves, bends, restraints, water services, etc. including applying engineering seal to design drawings, calculations, and necessary approval applications.

Consultant Management and Project Scoping

- Prepare and/or oversee preparation of terms of reference for retention of consultant services, including evaluating proposals, reviewing, and negotiating work plans and budgets and recommending award of services
- Hires, directs, reviews, and administers the work of consulting firms carrying out Department studies or projects and ensuring deliverables are met and release of interim payments as required.
- Oversee preparation of Municipal Class Environmental Assessment studies undertaken by consultants and/or the City and attend public meetings as required.

Construction Support

- Co-ordinate and verify final tender drawings, prepare tender documents, and calculate all final quantities.
- Provide assistance to construction inspection and contract administration staff during the construction phase as required

Communications

- Oversee the development and provide assistance for public presentations of projects and departmental initiatives.
- Liaison with governmental agencies, utility companies and other departments during design phase to resolve project conflicts and co-ordinate scheduling and obtaining all necessary regulatory approvals for capital projects assigned.
- Ensure good relationships and effective communication with project stakeholders and members of the public address their input in a timely manner.

Departmental Initiatives

- 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.

- Assist in the Department's initiatives on asset management related to municipal infrastructure.
- In the absence of the Manager of Engineering/Deputy Director, provide general oversight of the activities of the Engineering Section.

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

EDUCATION/TRAINING/SPECIALIZED SKILLS:

Minimum Qualifications:

- University degree in Civil Engineering or other closely related discipline and licensed as a Professional Engineer in the Province of Ontario.
- Must possess and maintain an Ontario Class "G" Drivers' License, with a clean driver's abstract and regular access to a vehicle with appropriate vehicle insurance.

Preferred Qualifications:

- Post-secondary education in project management or a related field and/or Project Management Professional certification.
- Proficient with the latest versions of Microsoft Office and engineering design software.
- Familiarity with and knowledge of municipal engineering design guidelines, standards, and specifications such as OPSS, AWWA, TAC and Ministry of Environment guidelines.
- Familiarity with and knowledge of all relevant Federal and Provincial legislation concerning all matters of municipal engineering including the Environmental Assessment Act, Highway Traffic Act, Safe Drinking Water Act, Ontario Water Resources Act, Fisheries Act, Drainage Act, Public Transportation Highway Improvement Act, Occupational Health and Safety Act, Ontario Construction Act, On-Site and Excess Soil Management Regulations, etc.
- Possess excellent interpersonal, diplomacy, time, and project management skills.
- Possess excellent organizational, analytical, problem solving, presentations skills and excellent verbal and written communication skills.

WORK EXPERIENCE:

Minimum Qualifications:

- Minimum of five (5) years' related engineering or project management experience.

Preferred Qualifications:

- Three (3) to five (5) years' experience in a municipal environment.

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.
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HOW TO APPLY:

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).