

### ***King is Hiring*** **Project Manager – Capital Services**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Capital Services, the Project Manager – Capital Services is responsible for the following:

- Prepares or oversees preparation of preliminary design alternatives and final designs for the construction of municipal roads/sidewalks, bridges & culverts, sanitary and storm sewers, watermain, street and walkway lighting, sewage pumping stations, traffic signals, traffic calming, traffic safety, acoustic fences, pedestrian crossings, structures and retaining walls and other municipal projects as assigned.
- Executes the planning and design process, in accordance with the *Environmental Assessment Act* as required, including coordination, preparing for presentations at Public Information Centers, resolution of public and external agency concerns; preparation of Summary Reports and Environment Study Reports and reports to Council on findings and obtaining M.E.C.P. approvals for the design. Directs, oversees, and coordinates Consultants working for the Township with these activities.
- As required, procures, directs, oversees, coordinates, and administers the activities of consultants working for the Township on municipal projects.
- As required, may give direction to summer or co-op students, if employed.
- Responsible for developing procurement documents for all associated project works, including design, construction, and or long-term maintenance contracts for municipal projects.
- Ensures design of municipal construction projects align with short- and long-term goals related to asset management, and operational needs.
- Responsible for the contract administration and the coordination of Capital Project Management files.
- Review and update schedule, cost forecasts and cash flow requirements with the Manager of Capital Services on a monthly basis, or as needed.
- Monitors and provides summary of project costs through change order management and contract adjustment procedures.
- Assists in developing recovery strategy when project schedule or budget are in jeopardy.
- Coordinates the commissioning and/or relocation of utilities as required by project, including but not limited to Hydro services, Gas services, Communication services, and Municipal services.
- Responsible for organizing departmental health and safety meetings.
- Participates in internal Communications Committee and Design Standard Committee.
- Calculates and prepares tender quantities and preliminary and detailed engineering cost estimates in the preparation of tender documents and annual budgets. Identifies, research, analyses, and makes recommendations of annual capital projects.
- Prepares and approves tender advertisements, notice of projects, notice of public meetings and hearing ads in accordance with the Class EA process, the *Ontario Municipal Act*, and Township policies.
- Reviews and comments on engineering drawings for Township initiated projects by other departments, outside consultants or the Region of York and ensures compliance with Township Standards on existing/proposed municipal services.
- Acts as the Township's representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Township initiated municipal projects including resolving/referring complaints and obtaining necessary approvals as required.
- Performs general site inspections and attends progress meetings for projects involving Township works.

Chairs, prepares, and/or reviews minutes of meetings as required on all Township initiated engineering projects to ensure services are constructed in accordance with Township Standards and Specifications.

- Reviews and makes recommendations for approval of payments for consultants, the Region of York and others retained by the Township, including review and analysis of claims for extras and recommending their approval or otherwise and processes approved claims.
- Utilizes computer applications for the purpose of engineering drawings review, report preparation, public meeting presentations and data collection/analysis, design calculations and email correspondence.
- Represents the Department internally and outside the Township on various working committees.
- Responsible for tender bid forms, analyses geotechnical reports, condition assessment reports, engineering reports and other technical studies and makes recommendations on same.
- Prepares standards, policies, and specifications for municipal projects, including review and recommending new materials for acceptance.
- Attends bid openings as required for municipal projects. Reviews, analyzes, evaluates, and makes recommendations for award of successful requests for proposal engineering design services.
- Responsible for the review of engineering drawings.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.
- Prepares operational and maintenance programs and contracts.
- Responsible for the streetlight monitoring management system.
- Responsible for Canada Summer Jobs grant writing for student funding.
- Based on infrastructure conditions, and recommendations of the most recent Roads Needs Assessment Study, develops and maintains a long-term maintenance program for roads and sidewalks.
- Explores opportunities for improved performance and recommends implementation measures.
- Liaises with Metrolinx on long term transit expansion project.
- Responsible for strategic studies such as the Master Plans.
- The Project Manager will also assist with the review and administration of development servicing and agreements.
- Responsible for strategic studies such as Roads Needs Assessment Study (RNS) and Ontario Structure Inspection Manual (OSIM)
- Coordinates with the Region of York's schedule of maintenance activities to avoid conflicts, where possible.
- In conjunction with the Manager, provides recommendations to Council.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Community College Diploma in Civil Engineering Technology and a Certified Engineering Technologist (C.E.T.) designation.
- University Degree (Bachelor) and P. Eng in Civil Engineering would be an asset.
- Project Management Professionals (PMP) certification is considered an asset.
- Minimum of eight (8) years of primary Project Management experience related to linear infrastructure experience.
- Minimum of two (2) years of primary supervision and lead project administration experience.
- Working knowledge of the *Occupational Health & Safety Act*, provincial statutes and other regulations that are in accordance with job responsibilities is required.
- A valid class G driver's licence is required and access to a reliable vehicle to use on corporate business.
- Understanding of technical terminology and the *Ontario Planning Act*, Ontario Traffic Manual, Transportation Association of Canada, and OPS for Roads and Public Works is necessary.
- Excellent verbal and written communication skills required, along with good organizational skills.

- Ability to utilize computer applications for the purpose of engineering drawing review, report preparation, public meeting presentations and data collection/analysis, design calculations and email correspondence.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Must be able to work with minimal supervision.
- Must be able to deal effectively with the public, consultants, contractors, owners, lawyers and government agencies, staff, and Council members.
- Must be legally authorized to work in Canada.

**Salary Rang: \$98,025.20 - 108,945.20 per annum (2025 Rate)**

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on June 5, 2025**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*