

Supervisor, Project Delivery Support

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

Resumes are being accepted for the position of **Supervisor, Project Delivery Support** within the Engineering and Transportation Services Department. Reporting to the Manager, Design and Construction, the Supervisor, Project Delivery Support will coordinate and supervise D&C team members involved in supporting the design preparation, record keeping, and project management assistance provided to the Division's Project Managers and Project Engineers. This role will also lead the design, construction and administration of time-flexible linear projects and emergency / non-planned projects.

Key duties and responsibilities

A. Supervisory

- Plan, design and supervise the day-to-day activities of Design and Construction Project Delivery Support staff delivering the design preparation, record keeping, and project management assistance provided to the Division's Project Managers and Project Engineers.

- Provides visible and positive leadership to staff, developing and nurturing a work environment that is inclusive, respectful, and motivating.
- Develop and monitor annual work plans, business plans and program operating budgets
- Develop and recommend policies, operating procedures, work methods and standards for Project Delivery Support; monitor performance and initiate corrective action as required.
- Complete detailed design for capital projects of roads, sewers, watermains and any other related work including design calculations.

B. Project Engineer

- Develop, maintain, and implement project charters, project management plans, cost and schedule forecasts, risk management plans and other required documentation in compliance with the City's Project Management Office approved methodologies, tools and processes including developing and maintaining management plans for scope, schedule, cost, quality, resource, communications, risk, procurement, and stakeholder management.
- Performs contract administration duties including preparation of contract tender documents.
- Co-ordinates project accounting including processing of payment certificates and invoices.
- Manages consultants retained to provide engineering services to the City of Guelph.
- Communicates and engages with stakeholders and public during the study, design and construction processes.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Assist in the preparation of the 10 and 25-year multi-year capital and operating budgets and monitor current project budget variance.
- Prepare reports and presentations on design and construction issues for Council, Community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Be a technical resource to other departments and participate on technical committees in the development of policy, review of practices for municipal construction.
- 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.
- Evaluate contractor and consultant performance on capital projects.

C. General

- Liaise with internal staff both within the department and with other City departments, external agencies, and consultants as necessary to carry out duties.
- Respond to general and specific inquiries regarding projects from various stakeholders, including the general public using principles of good customer service.
- Attend and participate in project team meetings and coordinate with team members to ensure efficient and timely production of project deliverables.
- Perform other related duties as assigned.

Qualifications and requirements

- Completion of a university degree in Civil Engineering or closely related field.
- Registered as a Professional Engineer with the Professional Engineers of Ontario
- Extensive project management experience in municipal design and construction.
- Candidates with an equivalent combination of education and experience may be considered.
- Experience supervising staff or leading work teams, preferably within a unionized environment.
- Knowledge of relevant legislation, guidelines, standards and specifications as it relates to municipal design and construction.
- Familiarity with the Project Management Institute best practices.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints effectively.
- Able to manage multiple and changing demands and priorities.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public, including preparing and delivering presentations.
- Knowledge of the Occupational Health and Safety Act.
- Experience with software applications such as AutoCAD and/or Civil 3D would be an asset.
- Experience with Microsoft Office (Word, Excel, Power Point and Outlook).
- Excellent organizational skills with the ability to manage multiple tasks and changing demands and priorities.
- Must possess a valid Class "G" driver's licence with a good driving record. The successful candidate will be required to provide a current driver's abstract prior to their start date to confirm their license 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 requirements.
- A satisfactory police record check (including vulnerable sector screening) would be required at time of offer.

Hours of work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Evening or weekend work will be required to attend meetings or respond to urgent issues.

Pay/Salary

Non-union Grade 7: \$105,560.00- \$131,950.00

How to apply

Qualified applicants are invited to apply using our **online** application system by **July 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.