



THE REGIONAL MUNICIPALITY OF DURHAM

Works Department

Project Supervisor - Capital Construction **(Regular Full-Time)**

Job ID: 22204

Job Number:

Open: Jul 22, 2025 Close: Aug 12, 2025

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

Number of Available positions:

Vacancies: 01, regular full-time

Location

This position is located at Regional HQ, Whitby, Ontario.

Project Supervisor (Capital) - Construction

Reporting to the Project Manager, the successful candidate will be responsible for ensuring that methods and quality standards for Regional capital construction projects, including Bus Rapid Transit (BRT) projects are administered and capital infrastructure is constructed in accordance with Regional and Ontario Provincial Standards.

The incumbent will:

- Oversee and provide leadership, guidance, and mentorship to construction staff, including Construction Inspectors, Senior Project Coordinators and Project Coordinators.
- Supervise daily tasks of staff and third-party consultant staff - verify work accomplishments, and ensure quality and compliance with project standards
- Examine and comment on drawings, specifications, and compare them with the proposed site and Durham Region's requirements and that of the Ontario Provincial Standard specifications.
- Respond to enquiries from suppliers and contractors related to contract and the Region's requirements
- Liaise with engineering consultants, contractors and design staff regarding site-specific requirements or concerns for each project when change requests are made, ensuring reasonable negotiated prices, in the best interest of the Region
- Approve contract change directives/change orders and administer contractual payments according to the Region's Budgetary Management Policy
- Attend construction meetings, representing the Region's interests and provide direction on issues/problems to consulting engineers and contractors
- Supervise installation and construction of the work site according to contract requirements and verify compliance with the Occupational Health & Safety Act, the Region's Health and Safety Policies & Procedures Manual and other Regulatory Agencies (MECP, MNR, etc.)
- Establish substantial performance and/or completion dates for contractual work and initiate certificates
- Provide monthly update projections for project status reports and recommend mitigating measures to minimize any project cost overruns
- Establish procedures to maintain accurate and current documentation, inspection records, environmental compliance standards, etc. to ensure quality control and train/mentor staff as required



The successful applicant will possess:

- A three-year diploma in Civil Engineering Technology or equivalent combination of education and experience
- Registration or eligible for registration as a Technologist or equivalent with O.A.C.E.T.T.
- Extensive work related experience in capital construction projects and knowledge of Heavy Civil Engineering and Construction Techniques
- Demonstrated negotiation, analytical and problem solving skills
- Knowledge of the Health & Safety Act, Construction Lien Act, Basics of Contract Law Principles, Construction & Business Ethics, Ontario Provincial Standard Specifications and Regional Standard Specifications
- Experience working with various computer system applications including Microsoft Office (Word, Excel, Project) and PeopleSoft (FIMS & HCM)
- Excellent verbal and written communication skills with proven leadership abilities
- A valid Ontario Class G driver's licence and the daily use of a reliable vehicle

Management & Exempt Salary Grade 6

- Salary: \$105,411 to \$131,764 per annum

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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