

Job Title: Project Manager Infrastructure Delivery

Project Manager Infrastructure Delivery

Posting Id	3160
Department	Infrastructure and Engineering Services
Division	Infrastructure Delivery
Rate of Pay	\$118,828.00 - \$137,842.00 Annual
Job Type	Permanent Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	10/29/2025
Application Deadline	11/12/2025

Position Summary

Reporting to the Manager, Design & Construction, the Project Manager, Infrastructure Delivery is responsible for administering the delivery of capital municipal infrastructure projects including initiation, detailed design; construction administration and project close out by leading a project team comprised of internal staff, retained consultants, contractors, and stakeholders.

Key Duties and Responsibilities

- Engage with internal and external stakeholders to establish project scope and requirements
- Review project background information and historic data to prepare a detailed Terms of Reference
- Plan and manage the project in compliance with PMO methodology
- Lead, manage and direct the multi-disciplinary project team comprised of internal and external engineering professionals throughout the preliminary and detailed design stage
- Prepare and review all required engineering calculations, design sheets, and reports to ensure they meet prescribed design criteria
- Review and provide detailed comments for each design submission to ensure compliance with applicable standards and design criteria, and flag any constructability issues or property impacts
- Review invoicing from consultants and contractors in accordance with the financial control by-law and the Project Management Methodology
- Ensure all required regulatory approvals are obtained from appropriate governing bodies
- Ensure all required permits and approvals are in place according to project schedule
- Consult with internal and external stakeholders to ensure project requirements and issues are considered in the design and delivery process
- Coordinate with third party agencies to represent the City's interest for the delivery of joint jurisdictional projects and initiatives.
- Prepare detailed schedules of contract items and quantities, and detailed specification writing to ensure a tightly written contract document
- Prepare and write any addendums required during tender
- Review results of tendering process and write the required staff report
- Act as City's designated Contract Administrator once contract is awarded
- Respond to all claims, disputes, and matters relating to the performance and quality of the work, or interpretation of the contract documents
- Designated authority to review and respond to the validity of all claims, to reject the claim, or to negotiate on behalf of the City as necessary
- Reject any work that is determined to be defective or does not conform to the contract requirements
- Respond to and resolve all Councillor and resident enquiries and complaints related to the project
- Coordinate City projects and infrastructure improvements with York Region as needed
- Participate in construction site meetings as required

- Review and recommend approval of the final payment release at project completion

Duties and Responsibilities Cont'd (if applicable)

Education and Experience

- Degree in Civil Engineering or related discipline
- P. Eng designation is required
- PMP designation is an asset
- 7 years prior experience in a municipal environment is an asset

Required Skills/Knowledge

- Proficiency with Microsoft Office Suite (Word, Excel, Access, Project, PowerPoint), Purchase Tracker, Adobe Acrobat, AutoCAD, ArcMap, Onpoint, Oceweb, Atrium, Palis, etc.
- Sound technical knowledge, project management, and general management experience
- Previous experience in municipal engineering design, construction and contract administration
- Extensive knowledge of construction materials and supplier products, and their respective cost and benefits
- Negotiation and conflict resolution skills
- Knowledge of detailed design, constructability and construction field experience
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Occasional exposure to heat, cold, noise when visiting construction sites
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the 'View Jobs for Current Employees' link on the City's Careers Page.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.