

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Project Manager, Design & Construction

Department:	City Infrastructure
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	New
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$114,132.20 - \$126,526.40/annum
Work Location:	Operations Centre, 1955 Clements Road, Pickering, ON (Hybrid Remote)
Date Posted:	Friday, December 19, 2025
Deadline to Apply:	Friday, January 16, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Project Manager, Design & Construction.

The successful incumbent is responsible for the management and delivery of municipal infrastructure projects, including the design and construction of roads, bridges, culverts, sidewalks, streetlights, multi-use paths (MUPs), stormwater management (SWM) ponds, and environmental assessments (EAs) within the City of Pickering. This includes oversight of project planning, budgeting, engineering design, contract administration, stakeholder coordination, and asset management, ensuring projects are completed on time, within budget, and in accordance with City standards and regulatory requirements.

Primary Responsibilities

- Manages and coordinates all phases of assigned capital projects, from concept and initiation through engineering design, estimating, agency approvals, tender, construction, contract administration, and final acceptance.
- Oversees the preparation and review of design drawings, reports, specifications, tender documents, and cost estimates for municipal infrastructure projects through management of third-party engineering consultants and in-house design staff.
- Administers contracts, including payment certification, conflict resolution, contract negotiation, and processing of change orders.
- Liaises with internal departments, external agencies, consultants, contractors, and the public to ensure effective project delivery and compliance.
- Prepares RFPs for the hiring of third part consultants to complete environmental assessments, design work and related studies, investigations and master plans.
- Coordinates with the Finance Department during the tender preparation, advertising, issuing and addenda, evaluation and award of various Request for Tenders (RFTs), Request for Quotations (RFQs) and Request for Proposals (RFPs).
- Prepares reports, memoranda, and recommendations for Council and senior management to support decision-making and project approvals.
- Supports asset management planning for the City's core engineering infrastructure assets.
- Provides guidance and direction to project coordinators, inspectors, and technical staff.
- Responds to inquiries from residents, property owners, and community groups regarding capital projects and engineering assets.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary degree in Civil Engineering or related field.
- Member in good standing with Professional Engineers Ontario (PEO).
- Project Management Professional (PMP) is considered an asset.
- Completion of courses in Municipal Project Management, Construction Contract Law, and Asset Management is an asset.
- Five years of progressively responsible work-related experience in municipal infrastructure project management.

Knowledge, Skills and Abilities

- Extensive knowledge of municipal/regional/provincial construction standards, specifications, policies, and relevant legislation including Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Health and Safety Act (OHSA).
- Extensive experience in project management including the planning, design, budget preparation, scheduling and construction of municipal infrastructure capital projects, and negotiation, and an extensive knowledge of the Municipal Class Environmental Assessment (MCEA) process.
- Extensive experience in the preparation of contract documents, requests for proposal, preparation of tender documents and technical reports.
- Proficiency in all Microsoft 365 and Project Management applications.
- Professional organizational abilities with excellent written and oral communication and negotiation skills.
- Ability to work well in a team environment and commitment to providing exceptional customer service.
- Proven ability to manage multiple multimillion-dollar municipal infrastructure projects and ensure strict adherence to budgets and schedules.
- Experience with software applications such as AutoCAD Civil 3D would be an asset.
- Experience with software applications such as SAP and PSD Citywide would be an asset.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- During employment there may be the requirement to drive a municipal vehicle, as such consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. Must possess a valid Class "G" Ontario Drivers licence. A clean driving record is preferred.

Compensation also includes the ability to work a hybrid remote schedule, a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

