

# Manager, Facility Design and Construction

## Job Summary

<b>Service Area:</b>	Infrastructure, Development and Environment
<b>Department:</b>	Facilities and Energy Management
<b>Division:</b>	Facility Design & Construction
<b>Work Location:</b>	City Hall, 1 Carden St
<b>Work Mode:</b>	Hybrid
<b>Job Type and Duration:</b>	Permanent, Full Time Vacancy
<b>Number of Open Positions:</b>	1
<b>Salary Range:</b>	\$136,366.05 - \$170,457.56
<b>Affiliation:</b>	Non-Union
<b>Posting Period:</b>	January 8, 2026 to January 25, 2026 11:59 p.m.

## Why Join the City of 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 Manager, Facility Design and Construction within the Facilities and Energy Management Department. Reporting to the General Manager, this

position will provide leadership and manage the work of the capital project planning, design and implementation team. Working collaboratively with staff and stakeholders, this position will ensure the successful delivery of facility infrastructure projects.

## Key duties and responsibilities

### **Division Management**

- Responsible for the planning and delivery of the facility infrastructure design & construction program.
- Provide technical guidance and leadership support to divisional staff responsible for the management and administration of facility infrastructure projects including planning, designing, organizing, constructing, and controlling to ensure timely contract completion.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintain continued contact with the industry regarding standards and specifications for municipal facilities and associated infrastructure.
- Prepare reports and presentations for Council, community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Provide architectural and engineering technical support to other city departments.
- Lead and inspire innovation and the adoption of best practices.
- Build and maintain positive working relationships with co-workers, other civic employees and the public using principles of good customer service.
- Develop collaborative partnerships with agencies, utilities, adjacent municipalities, developers and contractors on matters relating to vertical infrastructure.
- Participate on technical committees in the development of policy, review of practices for municipal construction, etc.

### **Leadership**

- Provide visible and positive leadership to staff consistent with the commitments of the City's Leadership Charter, developing and nurturing a work environment that is inclusive and respectful and motivating for staff.
- Foster a highly engaged team environment, which promotes continuous learning, professional development and innovation.
- Establish clear direction and annual objectives for the department and for staff and evaluate performance; monitor results and provide coaching, training and development opportunities as needed.
- Responsible for staff supervision, including health and safety.
- Contribute to the departmental leadership team and corporate initiatives.

### **Financial Management**

- Develop, coordinate and administer the Capital budget for all vertical infrastructure projects.
- Develop and monitor the Operational budget for division.
- Other duties as assigned

## Qualifications and requirements

- Completion of a Degree or Diploma in Engineering, Architecture, or related field. Candidates with an equivalent combination of education and experience may be considered.
- Considerable experience in engineering design and construction of facilities as it relates to the duties above.
- Registered or eligible to be registered (within 6 months of hire) as a Professional Engineer with the Professional Engineers of Ontario or an Architect through the Ontario Architecture Association.
- Experience supervising staff and leading work teams.
- Knowledge of federal, provincial, and municipal legislation/regulations related to vertical infrastructure planning, design and construction.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent communication, organization and problem solving skills.
- Demonstrated commitment to continuous improvement and customer service.
- Able to manage multiple and changing demands and priorities.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates 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.

## 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. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## How to apply

Qualified applicants are invited to apply using our **online** application system by **January 25, 2026**. 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.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

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.

## Privacy Notice

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.