



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Senior Project Manager – Capital Projects (Job ID #2026.04)

Department:	Operations and Infrastructure
Division:	Capital Projects - Vertical
Status:	Permanent Full-Time
Location:	Civic Centre
Hours of Work:	35 hours per week
Number of Positions:	1
Salary:	\$127,216 - \$148,825 per year
Vacancy Reason:	New Position
Date Posted:	January 8, 2026
Date Closing:	January 23, 2026

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

Responsible to provide senior project management and technical expertise as well as experienced based input from the initiation and planning stages of a project through the design, construction, close out and warranty period. Manages multiple projects in parallel every year to meet the yearly assigned project workload within the prescribed timelines and allocated budget. **For full details, please see attached job description.**

Minimum Qualifications and requirements

- University Degree in either the field of Engineering, Property and Facilities, Architecture or a related discipline
- Project Management (PMP) designation required; P.Eng. is an asset
- Minimum of ten (10) years of project management experience with projects that encompass the following: Facility type projects (e.g.: building additions, renovations, new buildings or structures, HVAC upgrades,) and Parks and major landscape projects (e.g.: new community playground park facilities, subdivisional parks and amenities, civil parks with trail pavement, parking and storm water runoff)
- Demonstrated management of multiple stakeholders including architectural/engineering consultants and contractors for diverse and relatively complex type projects.
- Demonstrated experience in procurement methods that involved the preparation of Request for Proposals or Requests for Tenders or Quotations along with preparation of the scope of work documents, etc. Familiarity with the CCDC 2, 2020 Stipulated Price Contract.
- Considerable experience in report writing, analysis and presentations to various types of stakeholders

- Experience with public consultation principles and techniques, acting as an effective liaison between stakeholders (e.g. elected officials, internal and external client groups).

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.

JOB DESCRIPTION

Title:	Senior Project Manager	Employee Group:	Non-Union
Department:	Operations and Infrastructure	Division:	Capital Projects, Vertical
Reports To:	Manager, Capital Projects, Vertical Infrastructure		

Position Summary
Responsible to provide senior project management and technical expertise as well as experienced based input from the initiation and planning stages of a project through the design, construction, close out and warranty period. Manages multiple projects in parallel every year to meet the yearly assigned project workload within the prescribed timelines and allocated budget.

Responsibilities
<ul style="list-style-type: none"> • Plan, support, manage and deliver capital projects on behalf of the Capital Projects Division, informing the planning process and leading projects from budget approval through to project close out. • Manages multiple projects in parallel every year to meet the yearly assigned project workload within the prescribed timelines and allocated budget. • Provide technical and project management expertise via the processes as per PMI's PMBOK to control, but not limited to, scope, budget, change and risk impacts in relation to project delivery. • Delivery of 1) Facility type projects (eg: building additions, renovations, new buildings or structures, HVAC upgrades,) and 2) Parks and major landscape projects (eg: new community playground park facilities, sub-divisional parks and amenities, civil parks with trail pavement, parking and storm water runoff features) • Ensure that capital works are constructed in compliance with the contract documents and applicable health and safety policies • Prepare comprehensive procurement documents in order to retain design, construction and other services as required to deliver the Town's capital projects

- Represent the Town at public consultations, presentations, and face-to-face interactions with the public, contractors and regulatory agencies as required
- Review designs and construction documents to provide comment and Owner type direction to consultants and contractors
- Manage assigned projects, ensuring effective teamwork and communication, a high standard of work ethics, quality, organizational performance and continuous learning
- Review and evaluate the performance of consultants and/or contractors.
- Utilizes computer applications to review engineering drawings, prepare reports and presentations.
- Collaborate with other Town divisions and departments in the implementation of Town capital projects
- Build, maintain and ensure positive working relations, including all correspondence with stakeholders, consultants, building inspectors, contractors and government authorities associated with assigned projects
- Ensure that any inquiries received from the public and stakeholders are addressed in a timely manner.
- Prepare Briefing notes, Staff Reports, presentations and other materials for senior management and Council on projects and related matters.
- Present reports at Council meetings and respond to questions.
- Contribute to the planning and preparation of the yearly and 10-year capital program and budget process
- Develop creative solutions to complex planning challenges and projects in collaboration with other Divisions through negotiation and consensus building.
- Ensure work is undertaken in a manner that supports the Town's compliance with the Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), Ontario Building Code, Technical Standards and Safety Authority (TSSA), and the Occupational Health and Safety Act (OHSA), etc.
- Ensure compliance with and a thorough understanding of corporate and divisional policies, procedures and guidelines, and Town's by-laws.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- University Degree in either the field of Engineering, Property and Facilities, Architecture or a related discipline
- Project Management (PMP) designation required.
- P.Eng. will be considered an asset and given preference
- An equivalent combination of education and experience may be considered.

Experience:

- Minimum of ten (10) years of project management experience with projects that encompass the following types: Facility type projects (eg: building additions, renovations, new buildings or structures, HVAC upgrades,) and; Parks and major landscape projects (eg: new community playground park facilities, sub-divisional parks and amenities, civil parks with trail pavement, parking and storm water runoff)
- Demonstrated management of multiple stakeholders including architectural/engineering consultants and contractors for diverse and relatively complex type projects.

- Demonstrated experience in procurement methods that involved the preparation of Request for Proposals or Requests for Tenders or Quotations along with preparation of the scope of work documents, etc. Familiarity with the CCDC 2, 2020 Stipulated Price Contract.
- Considerable experience in report writing, analysis and presentations to various types of stakeholders.
- Experience with public consultation principles and techniques, acting as an effective liaison between stakeholders (e.g. elected officials, internal and external client groups).
- Extensive experience in the use of computer applications such as Microsoft Word, Excel, PowerPoint, databases, survey plans and technical drawings.
- Demonstrated experience that accounts for the “Responsibilities” outlined herein.

Competencies:

- Ability to provide timely and comprehensive advice to senior management to assist in evidence-based decision making
- Ability to communicate tactfully and effectively throughout and to all levels of the organization, political representatives, consultants, contractors and the public
- Demonstrated project management skills to lead projects as described herein with all services being contracted by the Town, organize numerous tasks, set priorities and meet deadlines
- Presentation, communication and interpersonal skills in order to communicate effectively, both orally (e.g. presentations and team meetings) and in writing (e.g. staff reports, briefing notes), at a professional level with senior management, consultants, and staff from other divisions, other agencies, Members of Council and the public.
- Knowledge of the municipal and provincial policies, legislation and master plans related to park and recreation planning and development, as well as current regulations and evolving trends in the Town and Province.
- Excellent project management skills and ability to develop the scope for project assignments, manage and meet critical timelines and process assignments and/or applications and approvals.
- Highly developed ability to work both independently and as part of a team.

Physical Demands and Working Conditions

- Normal office conditions
- Site visits to construction sites and operational facilities will be required
- Must be available to attend evening/weekend meetings or special events and respond to after hours inquiries as required
- Class G Driver's license in good standing and reliable vehicle to use on corporate business