



## **Project Manager, Special Projects Capital**

Permanent, Full Time

**J0426-1093**

The Town of New Tecumseth is looking for a Project Manager, Special Projects Capital to join our rapidly growing team.

### **Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

### **What we promise:**

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

This position is responsible for the management and coordination of assigned capital projects, programs, and studies related to the planning, design, implementation and construction for all aspects of municipal infrastructure. Field inspection duties are required for capital engineering projects. This position is expected to cross-train and provide support to the Engineering Department.

### **How you contribute to our organization:**

- Undertake and coordinate engineering studies to identify short and long-term needs of the Municipality's infrastructure such as Municipal Class Environmental Assessments (MCEAs), Master Plans, feasibility studies, etc.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.
- Coordinate and review the work of consultants retained by the Town to undertake engineering services such as MCEA's, Master Plans, servicing studies, road and bridge condition assessments and inspections, topographic surveys, geotechnical services, detailed designs, cost estimates, tender documents, environmental site assessments and designated substances surveys
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract awards to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.
- Monitor, document and oversee consultants to ensure projects advance as planned and designs are completed to meet project objectives.
- Act as the Town's representative and liaison with project stakeholders, such as the public, property owners, Council, utilities, consultants, internal departments, permit and approval agencies and other levels of government, in a professional and respectful manner, on matters relating to the Town's engineering projects, including obtaining the necessary approvals as required.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings. Responds to emergency situations on construction sites where required and arranges for corrective measures.
- Prepare project specific circulations to other departments/agencies for comments and for sign-off from necessary Departmental Managers.
- Author technical reports, by-laws, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Supervisor or Manager
- Coordinate, review, and perform inspection of infrastructure being delivered by contractors/consultants to obtain substantial performance, completion, and final acceptance for construction projects.

**What you bring to the team:**

- Three (3) year College Diploma in Civil Engineering Technology is required, or Bachelor of Engineering Degree in Civil or Environmental Engineering.
- Required: Certified Engineering Technologist (CET) with Ontario Association of Technicians and Technologists (OACETT), or Engineer in Training (EIT)
- Preferred: Registered as Professional Engineer (P. Eng) with Professional Engineers of Ontario
- Certified Project Management Professional (PMP) designation is preferred
- Three to five years of relevant experience is required
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, construction drawings and technical reports.
- Knowledgeable in computer software and techniques applicable to project engineering, design coordination and administration.
- Valid Driver's Licence and reliable transportation.
- Excellent written communication skills in order to author comments, letters, memos and reports to internal and external stakeholders, the general public, and Council.
- Problem solving skills required to deal with Consultants, Contractors and members of the public to resolve issues. Provides direction as required.
- Substantial experience in design and construction of municipal infrastructure.

**Salary:** \$88,512.84 - \$110,636.28, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

**Location:** Town Administration Centre, 24 Tupper Street West, Alliston

**Start Date:** June 8, 2026

**To apply, please submit a cover letter, resume and copies of the required credentials (degree, designations, etc) by May 24<sup>th</sup>.**

**Apply here:**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0426-1093&BRID=EX351257&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.