
Title	: Manager Capital Projects WWW Engineering	Employee Group:	: Non-Union
Job Opening Id	: 45240	# Required	: 1
Business Unit	: Public Works	Division	: Water & Wastewater
Worksite:	: Environmental Centre	Standard Hours	: 35.00 / week
Full/Part Time	: Full-Time	Regular/Temporary:	: Regular
Salary Grade	: 7	Salary Range	: \$121,700.00 - \$143,170.00
Post Date	: 2026-05-07	Close Date	: 2026-05-27

LOCATION

Location: Thorold, ON

IMPORTANT NOTICES & AMENDMENTS

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

JOB DESCRIPTION

This position may be eligible for additional compensation in the form of a lump sum compression premium.

Job Summary

Reporting to the Associate Director Water and Wastewater Engineering, the Manager Capital Projects W-WW Engineering is responsible for managing and administering complex capital works projects from initiation, planning, execution, monitoring and controlling and closing, including conceptual design, predesign, detailed design, environmental assessment, public meetings, tendering, contract award, construction, progress payments, conflict management, completion of contract work and turn-over of completed works. The Manager Capital Projects W-WW Engineering provides supervision management and technical guidance to assigned Senior/Project Managers and coordinators.

Education

- Post-secondary diploma in Civil, Mechanical, Electrical or Environmental Engineering or a related discipline.
- Post-secondary degree in Civil, Mechanical, Electrical or Environmental Engineering or a related discipline is preferred.

Knowledge

- 10 years of project management experience, in areas of planning, design, and implementing capital water and wastewater projects.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (C.E.T.) or equivalent.
- Knowledge of MS Office, MS Outlook, MS Project or other Project Tracking Systems.
- Knowledge of the Class Environmental Assessment process, Niagara Peninsula Standard Contract Document (NPSCD), Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), the Project Management Body of Knowledge (PMBOK) Guide, DWQMS and WWQMS, all applicable legislation and regulations (Occupational Health & Safety Act, Environmental Protection Act, Safe Drinking Water Act, Ontario Water Resources Act, Municipal Act, Construction Lien Act, Ontario Building Code, etc.), all applicable contract

law, and all water and wastewater standards (American Water Works Assoc., Canadian Standards Assoc., National Sanitation Foundation, etc.).

- Registration with Professional Engineers Ontario (PEO) is preferred.
- Licensed Engineering Technologist (L.E.T.) is preferred.
- Project Management Professional (PMP) certification is preferred.

Responsibilities

Manages and delivers multiple complex Water and Wastewater Capital Projects (such as water and wastewater facility builds, major upgrades, multi-discipline, multi-process, system and linear assets), throughout the Project Lifecycle (Initiation, Planning, Environmental Assessment, Design, Construction, Commissioning, and Close-out) by managing the integration, scope, time, cost, quality, human resources, communications, risk, and procurement for each individual project. (50% of time)

- Plan and manage the delivery of capital projects, including the development of terms of reference, feasibility studies, definition of scope, execution (design and construction) and project closeout.
- Manage the scope, budget, schedule, quality of deliverables for Tier 1 and complex / sensitive Tier 2 projects through technical design reviews, constructability reviews and risk assessments. These projects have complex scope, large budgets, and several invested parties, carry significant risk and can have political, social, financial and/or environmental sensitivities.
- Prepares engineering design criteria and contract specifications for in-house projects.
- Seeks cost savings, revenue generating, and cost recovery opportunities associated with the implementation of capital projects (i.e. cost-sharing programs with area municipalities, such as infrastructure improvements, other government bodies, and utilities; energy rebate programs; servicing surplus lands for sale for decommissioned sites no longer required; recycling metal during demolition; etc.).
- Negotiates with service providers and authorizes extra expenditures and changes in scope of work for consultants and contractors, and administers clauses as per the Region's Agreement for Professional Services and Contractors Agreement.
- Assigns work and provides direction on water and wastewater capital projects, ensuring proper due diligence and compliance, including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects.
- Initiates, organizes and manages professional engineering consultants and contractors throughout projects, studies, technical workshops and meetings (i.e. value engineering, feasibility, optimization, functional design, facility needs assessments, technical assessments, pre-design and detailed design) for capital projects.
- Leads Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
- Manages contract preparation, administration, inspection, and quality assurance during construction phase of the project, ensuring compliance with contract specifications and negotiating and approving changes to contracts.
- Reviews consultant reports, designs, contract drawings, specifications, and equipment and materials to be supplied, ensuring compliance with legislated regulatory standards and certificates of approval, and expediting approvals from relevant agencies.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Manages the commissioning process of water and wastewater facilities and linear infrastructure, ensuring regulatory compliance, while maintaining operations including: review and approval of plans, equipment start-up, equipment testing, operations and maintenance training, functional testing, identifying deficiencies, and negotiating resolutions with contractors.
- Prepares and/or signs applications for required approvals, permits, inspections & services.
- Monitors and evaluates performance of contractors, consultants, & others as appropriate.
- Prepares reports to Public Works and Corporate Services Committee, other standing committees, researching and preparing reports to regional or municipal councils, or more senior levels of government and other agencies, on environmental issues and project-specific topics.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (30% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.

- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develops, manages, and administers Capital budgets and 10 year forecast, ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed, in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning. (5% of time)

- Authorize and administer the acquisition of goods and services in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.
- Makes decisions which balance the assets needs identified through Capital Validation and Asset Management Plan and the approved/available capital budget.
- Identifies needs relating to water and wastewater facilities and linear infrastructure, by using appropriate asset management systems forecast.

Leads communication with project teams, Councils, external invested parties/agencies, special interest groups and the public on behalf of the Region. (5% of time)

- Represents the WWW Engineering Division in project and planning meetings and presentations to Local Area Municipalities, Councils and / or committees, other departments within the Region, invested parties and agencies, special interest groups, Business Improvement Associations, and the public.
- Develops project charter and identifies and incorporates invested parties interests in developing project scope.
- Coordinates with utility companies, area municipalities, regulatory agencies (e.g. Ministry of Environment, Conservation and Parks, Niagara Peninsula Conservation Authority, Ministry of Transportation, etc.), Indigenous communities, railways, and other levels of government (i.e. provincial and federal), or elsewhere, as required to promote good public relations and customer service on behalf of the Region.
- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project /construction updates to promote awareness, good public relations, and customer service on behalf of the Region.
- Ensures the full involvement of Regional departments in the implementation of capital projects (from project conception to the end of the warranty period), including coordinating the participation of Water & Wastewater operations and maintenance staff and Transportation operations staff, as required.
- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other invested parties, etc.
- Leads communications to project team and invested parties for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Develops and responsible for project management reports (budget, schedule, risks and issues) for senior management.
- Carries out responsibilities for project tracking updates, Drinking Water and Wastewater Quality Management System, Standards and Regulations (i.e. notice to maintenance for equipment in-service, MECP director's notifications, etc.).
- Attends review meetings with Region's legal counsel, to provide background information on litigations; attending discovery & other legal hearings, resulting from construction projects.

Manages project development and bid processes. (5% of time)

- Defines project requirements, develops project scope, determining project budget, creating a work breakdown structure, chairing scoping meetings, & preparing Terms of Reference.
- Prepares and issues Requests for Proposal, Requests for Quotation, Requests for Prequalification and Requests for Tender (including issuing of addenda) for retention of consulting engineering and contractor services.
- Leads and conducts proposal interviews, and evaluates and analyzes proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and inspection.

- Schedules and advertises tender calls, issuing addenda, chairing and conducting tender openings, reviewing tenders and evaluating and recommending on quotation and tender awards for construction.

Provides recommendations on project issues leading to revisions of policies, procedures, and standards, relating to the management of municipal water resources, servicing updates and other related environmental matters. (5% of time)

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.
- Develops and updates templates and controlled documents including RFP/RFQ/RFPQ/RFT templates, design manual, project management manual, divisional specifications, and construction contract documents.
- Recommends changes to the Niagara Peninsula Standard Contract Document (NPSCD) resulting from site observations, project specific deviations, and new industry specifications /innovations.
- Develops, researches and recommends new work processes and systems with a continuous improvement focus.
- Researches new engineering products, materials, processes, and prepares reports outlining findings.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, [Diversity, Equity and Inclusion - Niagara Region, Ontario](#) or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, [Working at Niagara Region - Niagara Region, Ontario](#).

While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds to apply. Our recruiters will evaluate your suitability for the role.

HOW TO APPLY

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

We confirm that we do not use AI in screening of applicants, and this position is an existing vacancy.

To view the full job description and requirements, visit our Careers page linked here: [Job Opening # 45240](#)

Let us know why you would be an excellent team member by submitting your online application **no later than May 27, 2026, before midnight** by visiting our 'Careers' page at www.niagararegion.ca.