

**Department:** Public Works

**Division:** Public Works

**Reports to:** Manager of Infrastructure

**Supervises:** Supervise technical staff on specific project-related tasks. Supervise consultants on a project-by-project basis.

### **Position Objective/Summary**

The Project Manager is responsible for leading and managing the design and implementation of municipal infrastructure projects. This position will work with multiple City departments to support and coordinate projects, provide construction schedule updates, inspect, and monitor projects, prepare reports and provide contract administration duties as required.

### **Duties & Responsibilities**

- To plan, lead and direct the efficient, effective and timely development and implementation of municipal infrastructure projects within approved budgets and schedules.
- Prepare or direct the preparation of plans, designs, specifications, schedules, cost estimates and tender call documents for municipal infrastructure projects using computer aided drafting techniques, electronic field survey data, electronic data bases and spread sheets, and word processing.
- Manage municipal infrastructure project implementation and contract administration including tendering, scheduling, quality control, financial management, public safety, requests for approval and work acceptance.
- Manage consultant contracts, including project planning, calls for proposals, technical direction, scheduling, financial management, work acceptance and evaluation of performance.
- Review feasibility, preliminary design, final design, specifications and cost estimates.
- Conduct site inspection and supervision of contracted work.
- Receive and investigate enquiries, complaints and claims and prepare response.
- Provide input to short and long-term planning and budget preparation, including the implementation, revision and update to infrastructure master plans and grant applications.
- Review and recommend updates to policies and procedures where necessary
- Provide technical advice and support to Public Works and other city divisions.

- Facilitate PICs and public meetings, respond to public inquiry, and act as the City representative. Chair internal and external stakeholder meetings, prepare addenda, minutes, notices, presentations, advertisements, etc.
- Prepare administrative reports for presentation to Senior Management, Corporate Leadership, and Council in a timely manner; recommend new/amended by-laws and/or policies.
- Respond to inquiries from internal and external customers, other levels of government and regulatory authorities.
- Assist in the development and implementation of departmental process improvements

### Work Schedule

Normally not required to work outside regular working hours unless project work requires.

### **Education**

- Three (3) year Community College program in Civil Engineering with a Certified Engineering Technologist (CET) designation preferred, or a suitable combination of education and/or experience
- Project Management Certification or ability to work towards it preferred.
- Valid drivers' license with driving record acceptable to The Corporation

### **Experience**

- Five (5) years project management experience in a municipal setting.

### **Knowledge**

- Applied, technical knowledge of engineering design and construction methodology, practices and techniques
- Applied, technical knowledge of accepted building design practices, procedures and protocol
- Applied, technical knowledge contract tendering and contract supervision methods and procedures.
- Applied, technical knowledge of project management processes, risk management, financial management and asset management
- Technical knowledge of the planning, design, operation and maintenance of municipal infrastructure and facilities.
- Technical knowledge of development procedures and processes
- Applied knowledge of environmental management and pollution prevention regulations, practices and procedures
- Applied, technical knowledge of computer-aided drafting techniques

- General knowledge of the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Water Resources Act, Cemeteries Act, Navigable Waters Act, Occupiers' Liability Act, Building Code Act, Occupational Health & Safety Act and other applicable legislation, regulations, procedures and standards (e.g. drainage, conservation authorities, fisheries, traffic control)
- General knowledge of customer service
- General knowledge of supervisory practices and procedures
- General knowledge of office procedures and protocol

### **Skills & Abilities**

- Ability to;
  - analyze data and formulate conclusions and recommendations
  - build and maintain collaborative working relationships with co-workers, consultants, developers, contractors, agencies and stakeholders in an environment of teamwork and knowledge sharing
  - review the design of municipal infrastructure projects
  - interpret and effectively communicate complicated concepts and practices
  - interpret and explain municipal by-laws, policies and procedures
  - prepare administrative reports
- Team leadership skills
- Time management, project management and contract management skills
- Interpersonal skills
- Communication skills
- Problem-solving skills
- Critical thinking skills

### Judgment is exercised in:

- Prioritizing work activities to ensure project timelines are being met.
- Developing annual capital budgets to sustain city infrastructure.
- Creating and maintaining a capital infrastructure program within an allocated capital budget.
- Recommending equipment, material and personnel needed.
- Responding to concerns/complaints and working to resolve project issues.
- Ensuring the City policies, OHSA, and all applicable policies and regulations are adhered to.

### Interpersonal Skills/Contacts

#### Internal

- Coordinate schedules and planned construction activities.
- Make recommendations on new and innovative equipment to aid City Departments.

- Assign and work effectively with co-workers emphasizing the ability to share and exchange information.
- Strong interpersonal skills to assist with defusing personnel issues.

#### External

- Promotion of good public relations with the general-public.
- Effective public relations and communication with outside contractors and service providers.
- Respond to escalated service issues, which may include responding to Citizens who are upset or angry.

#### Work Demands

- Work is performed to large extent under minimal supervision after assignment; work is judged primarily on overall results
- Incumbent is expected to follow established procedures for project development and management
- Steady and sustained periods of high concentration and mental alertness
- Work is often subject to tight deadlines and irregular schedules
- Sitting at desk; operating computer may result in hand, back and eye strain
- Work involves dealing with public, contractors, consultants and staff and continuous matters requiring sound interpersonal relationship and customer service skills
- Frequently exposed to dirt, dust, noise, fumes, sun and adverse weather
- Occasional contact with municipal politicians
- Occasional use of hand tools and field equipment
- Occasional exposure to construction, traffic and heavy equipment hazards
- Design errors may result in delays, lost productivity, cost overruns and poor public relations

#### Environment

Works in an office environment. Site specific work will require inspection activities throughout the City.

#### **Position History**

November 2022 - This Job Description was reviewed for accurate content and AODA compliance.

#### **Reviewed by department and approved by:**

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Scott Luey – Chief Administrative Officer

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Date