

**City of Thorold
Project Manager
(Non-Union)**

Department...Public Works & Community Services	Reports to..... Manager of Engineering
Pay Grid Level.....6	Hours of Work.....40
Position Family.....Manager	Location.....1543 Beaverdams Road

Job Summary

Reporting to the Manager of Engineering, the Project Manager position is responsible to provide leadership and management of the planning, design, implementation and construction of linear municipal infrastructure and support the municipalities Drinking Water Quality Management System.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Degree in Civil/Environmental Engineering or Equivalent from an accredited university. Consideration will be given to candidates with an advanced Diploma in Civil Engineering Technology.
Experience	<ul style="list-style-type: none"> • Four (4) years of progressively responsible experience in diverse public works or engineering consulting environment. • Extensive experience with all aspects of engineering design, contract administration and construction.
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> • Registered as P. Eng. with Professional Engineers Ontario/registration as C.E.T. with Ontario Association of Certified Engineering Technicians and Technologists. • Thorough knowledge and experience with AutoCAD, and ArcGIS • Thorough knowledge and experience of engineering design, contract administration and construction management of municipal infrastructure projects. • Excellent interpersonal, project/time management, analytical, communication, presentation, problem-solving, facilitation, negotiations, and supervisory skills. • Ability to think and make decisions quickly and strategically in a political environment; has the ability to build strong relations both internally and externally.

Duties & Responsibilities

Department Administration

- To plan, lead and direct the efficient, effective and timely development and implementation of municipal infrastructure projects through an assigned team of consultants and support staff within approved budgets and schedules.
- Manage all aspects of municipal infrastructure rehabilitation, maintenance and replacement projects including planning, project implementation, design, construction, quality control, financial management, public safety, requests for approval and work acceptance.
- Manage consultant contracts, including project planning, calls for proposals, scheduling, financial management, work acceptance and evaluation of performance.
- Prepare or direct the preparation of surveys, plans, designs, specifications, schedules, cost estimates and tender call documents for municipal infrastructure projects and provide contract administration and site inspection duties.
- Provide municipal engineering support with regard to the municipalities Drinking Water Quality Management System.
- Co-ordinate the implementation of infrastructure projects with other Divisions/Departments including providing municipal engineering advice and support to the Departments of Development Services
- Co-ordinate internal infrastructure evaluation and improvement projects, video inspections, rehabilitation contracts and local improvement initiatives.
- Ensure assigned staff use or wear protective devices and work in manner consistent with the Occupational Health & Safety Act and The Corporation's Health and Safety Policy.
- Ensure that environmental protection is provided within all assigned projects.
- Assist in the development and maintenance of infrastructure databases and coordinate technical data information gathering and infrastructure inspections and evaluations including the review and update of GIS and asset management files and as-built drawings.
- Provide advice and support on environmental issues including contaminated site management, contamination mitigation activities and manage environmental site assessments.
- Prepare administrative reports for presentation to Senior Management and Council in a timely manner; recommend new/amended by-laws and/or policies.
- Manage assigned municipal infrastructure studies and tasks including investigations regarding water quality, unaccounted-for-water, extraneous flow reduction and pollution prevention.

Financial and Asset Management

- Provide management approval of material quality summaries and payment certificates for contractors and suppliers.
- Review and provide management approval of construction change orders for construction contracts related to municipal infrastructure projects.

JOB DESCRIPTION

- Provide input to short and long term planning and budget preparation, including the implementation, revision and update to infrastructure master plans and ten year capital program.



Additional Information

- Monitor work of assigned staff, contractors and consultants and evaluate their performance.
- Respond to inquiries from internal and external customers, other levels of government and regulatory authorities.
- Plan, organize and attend public meetings related to municipal infrastructure projects.
- Assist in the development and implementation of process improvements including computer system and applications development.
- Complete other duties and/or special projects as assigned by the Manager of Engineering.

Working Conditions

- Work evenings as required for Public Information Centres.
- Frequent mental and visual alertness.
- Frequent vehicle operation and occasional walking.
- Occasional noise, dirt, odours and adverse weather.
- Errors may result in lost or reduced productivity, customer dissatisfaction, personal injury, and property damage.
- Able to work with no supervision.
- Mental and visual concentration.
- Frequent interaction with the public.

Approvals

	Name	Signature	Date
Director	Geoff Holman		July 19, 2019
Chief Administrative Officer	Manoj Dilwaria		July 19, 2019

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained here

Updated: July 2019

JOB DESCRIPTION

	Name	Signature	Date
Incumbent			