



Job Title: Project Manager

Competition Number: INF-107-19	Department: Infrastructure & Operations
Posting Category: Open	Division: Administration
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$87,337.76/Yr.	Max: CAD \$102,750.29/Yr.
Pay Band: 11 (interim rating)	Number of Positions: 1
Effective Date: July 11, 2019	Supersedes Date: New
Posted Date: August 20, 2019	Post End Date: September 18, 2019

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

POSITION SUMMARY: Under the direct supervision of the General Manager, is responsible for the development and continual improvement of a corporate wide asset management program and for the management of strategic departmental projects and initiatives. Key responsibilities include preparing, evaluating, implementing, and managing proposals, projects and master plans; community consultation, managing project capital budgets; communicating project updates; negotiating and ensuring compliance with project goals, direction and funding; and for ensuring compliance with all applicable provincial and federal legislation and municipal by-laws and policies.

MAJOR RESPONSIBILITIES:

1. Leads the development and continual improvement of a corporate wide asset management program for all municipal infrastructure assets in compliance with Federal and Provincial regulations.
2. Manages projects for consulting and planning services; reviews technical drawings and studies for compliance with City standards and other requirements. Acts on City's behalf to make timely decisions for orderly progress of the various projects, ensures compliance with project goals, direction, and applicable legislation.
3. Manages, negotiates, prepares, and executes project contracts and contract processes; ensures that requirements of all agreements are maintained and complied with, and supervises the processes required for approvals including the preparation of materials and participation at meetings/hearings, as required.
4. Directly supports engineering and operational areas in the detailed development and implementation of the asset management plans including, but not limited, inventories, condition assessments, service levels and risk assessments, etc. for assets maintained by the department.
5. Supports a culture of continuous improvement, evaluating project delivery on an ongoing basis in consultation with staff, management, service users and partners and implementing and managing change improving effectiveness and efficiency.
6. Develops and implements detailed plans, change management procedures and recommends policies, engineering and financing frameworks and provides strategic advice regarding program specific requirements.

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7. Ensures necessary project documents and reports are prepared to obtain funding; maintains required documentation in accordance with agreements. Prepares reports with respect to changes in project scope and all other aspects affecting the project implementation.
8. Leads, motivates internal and external project teams, applying sound project management methodologies including full work plans with defined scope, schedule, timelines, and deliverables.
9. Coordinates public consultation on projects and acts as the City's spokesperson. Tracks decisions, related reports and activities which impact the project, and provides advice and analysis on their implications.
10. Prepares comprehensive reports and presents to City Council, Committees of Council, community, and stakeholder groups.
11. Collaborates with multidiscipline teams on program/project delivery.
12. Prepares and monitors the budget for capital projects, ensuring budget compliance; reports to Council on capital requirements relative to project phasing, including funding levels and additional funding assumptions. Issues and approves project budget changes within parameters approved by Council; maintains and adheres to the approved budget and provides regular budget updates. Manages project budgets and delivery within approved funding and time commitments.
13. Coordinates proposals, environmental assessments, detailed cost estimates and schedules for projects.
14. Selects and manages consultant teams and contractors. Establishes and maintains working relationships and consults with other staff and departments, consultants, developers, suppliers, contractors, utilities, government agencies, other infrastructure owner/operators, and the general public, as necessary.
15. Keeps abreast of technological advances and trends, economic factors, and regulatory requirements associated with asset management, planning; and financing for municipal infrastructure; and prepares reports as may be necessary related to condition assessments, renewal needs, financing strategies and external funding opportunities.
16. Participates in policy and technical guideline development related to the City's strategic municipal infrastructure as required.
17. Receives, documents, and investigates customer complaints related to infrastructure rehabilitation and construction.
18. Performs other duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Degree in engineering and registration as a professional engineer in Ontario, together with seven years of progressively responsible project management experience; or
- Degree or an engineering technology diploma, together with ten years of progressively responsible project management experience and holds a Project/Program Management designation (PMP, PgMP).
- Experience working in a public service environment. Municipal government experience is preferred.
- Demonstrated knowledge and experience in asset management.
- Working knowledge of the federal and provincial regulatory requirements and processes affecting municipal infrastructure including environmental assessment and other municipal processes.

Skills/Abilities:

- Ability to communicate effectively and concisely, both orally and in writing
- Ability to deliver presentations to a variety of audiences and to skillfully handle on-the-spot questions from senior officials, members of City Council, special interest groups, and the media
- Ability to establish and maintain effective working relationships with members of City Council, private and public officials, co-workers, contractors, consultants, developers, suppliers, utilities and the general public
- Must have the demonstrated ability to manage time effectively and to work under time constraints and changing deadlines
- Ability to interpret and apply relevant legislation, regulations, guidelines
- Excellent project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Must have the initiative to work without close supervision
- Intermediate skill level with office computer equipment and software, including word processing, spreadsheet and presentation software
- Must be competent within the meaning of the Occupational Health and Safety Act
- Proven negotiation and consensus building skills
- Familiarity with the Construction Lien Act and knowledge of construction practices
- Political acumen and the ability to establish and maintain effective working relations
- Strong leadership skills together with the ability to share skills and knowledge with others

Asset:

- Experience with Project Management Software, ESRI and GIS

CONDITIONS OF EMPLOYMENT:

- Must obtain PMP or PgMP designation within two years of employment
- Will be required to travel to various work locations and provide own transportation
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

Interested individuals are invited to apply on our website: <https://www.thunderbay.ca/en/city-hall/jobs.aspx>