



The Corporation of the Town of New Tecumseth

Project Manager, Capital Engineering

Permanent Full-Time - 35 hours per week

J0522-1323

Reporting directly to the Manager, Capital Engineering, 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.

Responsibilities:

- Apply project management practices, procedures, methodologies including tools and templates for assigned projects.
- 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.
- Author technical reports, memos, comments, and letters related to job responsibilities for distribution as required or as directed by the Supervisor or Manager.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications etc.

Qualifications:

- 3-year College Diploma in Civil Engineering Technology, 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) required.
- Registered as Professional Engineer (P. Eng) with Professional Engineers of Ontario and Certified Project Management Professional (PMP) designation is considered an asset.
- 3-5 years of experience in a related position 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.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly to deliver task and goal completion to a high standard. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$69,071.39 - \$86,353.19, plus full benefits and pension plan

To apply, please submit a cover letter, resume and copies of the required credentials (diploma/degree, training, certifications, etc.) through our [ATS](#) by **June 28th**.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0522-1323&BRID=EX157289&SBDID=21468&LANG=1>

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

Please note: The Town of New Tecumseth has implemented a mandatory COVID-19 vaccination policy for all employees. **All new hires are required to be fully vaccinated.** Any questions regarding mandatory COVID-19 vaccination can be sent to **Human Resources**.

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.