



## POSITION VACANCY

Call Number:	<b>2022 - 01</b>
Position:	<b>Senior Project Manager - Design</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
2022 Salary Range:	\$98,654 to \$123,317
Date Posted:	January 7, 2022
Closing Date:	<b>January 28, 2022 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, January 28, 2022.**

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**

**Municipal Works**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Senior Project Manager - Design

**POSITION SUMMARY:** Responsible for the overall direction and oversight of the Engineering Design team, as well as managing and administering complex capital works projects including the initiation, planning, environmental assessment, public meetings, design, contract preparation, construction administration, and managing engineering consultants retained to also deliver these services.

**DIVISION:** Municipal Works

**RESPONSIBLE TO:** Manager of Engineering

**SUPERVISES:** Design Technologists (3), Survey Party Chiefs (2), Student Survey Assistants (2), CAD/Engineering Student

**RESPONSIBLE FOR:**

1. Responsible for the planning and preparation of engineering studies which may include terms of reference and compliance with the Class Environmental Assessment process.
2. Responsible for the design and/or technical review, planning, scheduling and control of major capital works projects (sewer, watermain and roads, other) which includes overseeing in-house design teams as well as the engagement and oversight of external consultants and contractors.
3. Responsible for contract/tender preparation and ensuring that all City Capital Works tenders are in accordance with contract law, provincial legislation and best engineering practises.
4. Prepares presentations and reports to Committees, Council and other senior levels of government or agencies, including researching project-specific topics and making recommendations.

5. Provide technical assistance and resources to the Manager of Engineering and the Director of Municipal Works/City Engineer.
6. Liaise and coordinate projects with the public, other City Departments, utilities and other government agencies.
7. Provides both direct and indirect supervision. Sets up standards of performance, monitors capital, financial and human resources, coordinates operations, counsels subordinate supervisors on unusual problems.
8. Complete staffing and budget responsibilities within the Design and Surveying Services Groups, including directing staff with respect to priorities, procedures and practices for all related tasks and activities. Respond to and prioritize staff requests for CAD and/or Survey assistance.
9. Administering corporate programs related to staff as required, assigning work, establishing and updating CAD standards and practices, maintaining corporate drawing library, as built drawing completion, updating computer and plotting equipment.
10. Responsible for contract administration of Capital Works projects, including contractor negotiations, processing payments, change work orders, facilitating design changes, organizing public information centres, ensuring that inquiries and complaints are appropriately investigated and addressed.
11. Responsible for preparing and monitoring the Capital Budget and Operating Budget as it deals with areas of responsibility. This includes completing various funding applications for Regional, Provincial and Federal funding opportunities.
12. Responsible for overseeing the completion of issued for construction drawings, design and tender documents from in house design staff as required. Completion of Form 1 and Environmental Compliance Approval applications for the Ministry of Environment, Conservation and Parks, as required.
13. Responsible for the preparation of Municipal Engineering Standards for use across the Corporation, including the continual monitoring of product effectiveness, new products, new techniques, and legislation/regulations affecting Municipal Standards.

14. Chair of the Public Utilities Committee, responsible for minute preparation and coordination of updates from the Municipal Works Department.

**POSITION REQUIREMENTS:**

Minimum Education: Three (3) Year College Diploma in Civil Engineering Technology or approved equivalent. University Degree in Civil Engineering is preferred.

Minimum Professional Designation: Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C.Tech) with equivalent experience. P. Eng. is preferred.

At least five (5) years of experience in design, construction and contract administration of Municipal sewer mains, water mains, roads and sidewalks is essential.

Experience managing/supervising staff, preferably in a municipal environment.

Revision Date: April 21, 2021