



POSITION VACANCY

Call Number:	2023 - 03
Position:	Project Manager
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Location:	City Hall, 4310 Queen Street, Niagara Falls, Ontario
2022 Salary Range:	\$90,961 to \$113,701
Date Posted:	January 9, 2023
Closing Date:	January 27, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, January 27, 2023.**

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: Project Manager

POSITION SUMMARY: Under the direction of the Manager of Engineering, responsible for managing capital works projects including the planning, design, and contract preparation.

DIVISION: Municipal Works

RESPONSIBLE TO: Manager of Engineering

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Responsible for the planning and preparation of engineering studies which may include preparation and administration of Request for Proposals, Requests for Quotes or terms of reference and compliance with the Class Environmental Assessment process.
2. Responsible for the technical review, planning, scheduling and control of capital works projects (sewer, watermain and roads) which includes the engagement and oversight of external consultants and internal staff. Sign and seal documents as required. Administer design contracts. Manage / evaluate consultants. Manage and track Consultant invoicing.
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. Remain current with respect to updates and/or accepted changes to contract law, provincial legislation and best engineering practises.
4. Administer construction contracts. Manage / evaluate Contractors. Manage disputes and stakeholder expectations. Manage and track Contractor payment certificates and change work orders.
5. Provide technical assistance and resource to the Manager of Engineering and Director of Municipal Works/City Engineer.

Provide technical assistance to other City departments or provide technical support for claim resolution.

6. Prepare council reports that provide recommendations supported with background information / documentation and presentations as required.
7. Liaise and coordinate projects with the public / ratepayers, other City Departments, private utilities, City interest groups (such as BIAs) and other government agencies.
8. Facilitate PICs and public meetings, respond to public inquiry, and act as City representative. Chair internal and external stakeholder meetings, prepare addenda, minutes, notices, presentations, advertisements, etc.
9. Research and review new technologies and provide recommendations for utilization as requested by senior management. Remain current with respect to the latest engineering practices.
10. Perform job in accordance with City policies, procedures, etc. Review and recommend updates to policies and procedures where necessary.
11. Prepare project cost estimates, capital budgets and prepare, submit and manage funding applications. Coordinate Capital projects (timing, budget, resources, expectations, etc.) with other City departments.
12. Prepare, submit, obtain and comply with all required permits and approvals. Sign and seal permit documents as required.
13. Other related duties as assigned.

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.

Revision Date: June 9, 2020