



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024 - 64</b>
<b>Position:</b>	<b>Project Manager - Facilities</b>
<b>Type of Vacancy:</b>	Permanent
<b>Work Schedule:</b>	Monday to Friday (35-hour work week)
<b>Location:</b>	MacBain Community Centre (7150 Montrose Road, Niagara Falls)
<b>Salary/Wage Range:</b>	\$94,914 to \$118,642 Plus, a comprehensive benefits package and defined benefit retirement pension
<b>Date Posted:</b>	June 27 2024
<b>Closing Date:</b>	<b>July 22, 2024 at 4:00 pm</b>

Further details on this position are attached.

To apply, please submit a cover letter and resume via [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until  
**4:00 pm on July 22, 2024**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. 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.

## **CITY OF NIAGARA FALLS**

*The following 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 - Facilities

### **POSITION SUMMARY:**

Under the direction of the Senior Manager of Facilities and Operations, responsible for managing capital works projects including the planning, design, and contract management.

### **DIVISION:**

Recreation, Culture & Facilities

### **RESPONSIBLE TO:**

Senior Manager of Facilities and Operations

### **SUPERVISES:**

N/A

### **RESPONSIBLE FOR:**

1. Manage all activities relating to the design, construction, and improvements of facility capital projects including municipal buildings, arenas, fire stations, recreation buildings, and park buildings within approved budget and schedules.
2. Responsible for the technical review, planning, project charters, scheduling and control of facility related capital works which includes the engagement of internal and external stakeholders. Administer design contracts. Manage and evaluate performance of consultants. Manage and track consultant invoicing.
3. Responsible for contract/tender preparation and ensuring that capital tenders are in accordance with contract law, federal/provincial/municipal legislation, and best engineering practices. Remain current with respect to updates and/or accepted changes to contract law, provincial legislation, and best engineering practices.
4. Administer construction contract activities. Manage disputes and stakeholder expectations. Manage and track contractor payment certificate, change work orders, holdbacks, and deficiencies.
5. Provide technical assistance and resources to other City departments as required.
6. Prepare council reports that provide recommendations supported with background information / documentation and presentations as required.
7. Liaise and coordinate projects with project stakeholders including public/ratepayers including other City Departments, private utilities, City interest groups and other government agencies.
8. Facilitate 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.
13. Other related duties as assigned.

**POSITION REQUIREMENTS:**

- Three (3) year College Diploma in Civil Engineering Technology or approved equivalent. University Degree in Civil Engineering is preferred.
- Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C. Tech) with equivalent experience. P. Eng. is preferred.
- At least five (5) years' experience in design, construction, and contract administration of municipal capital projects.