

JOB PROFILE

Engineering Services- Planning & Building, Engineering and Environment

Project Manager

The successful candidate will be primarily responsible for the implementation of capital road, sewer and watermain works and have a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

DUTIES:

- Manage and/or prepare drawings, functional designs, final designs, contract drawings, cost estimates and tender documents, , through the use of internal staff and/or consultants, ensuring projects meet technical, financial and schedule requirements for sewer, watermain and roadwork projects.
- Coordinate the retaining of consultants to provide engineering services for projects.
- Obtaining all regulatory approvals for assigned projects.
- Liaise with internal staff both within the department and with other City departments and external agencies and consultants during the design and construction of projects.
- Monitor and co-ordinate construction progress, contractor and consultant performance, including preparation of progress certificates, negotiation of contractor/consultant claims, budget, schedule and safety performance, and conducting of site meetings.
- Respond to general and specific inquiries regarding projects from various stakeholders, including the general public.
- Ensure contractor compliance with contract and Corporate and MOL health and safety requirement
- Co-ordinate public meetings, as they pertain to capital projects.
- Provide technical guidance and direction to subordinate staff.
- Draft council reports.
- Prepare cost estimates for Capital Budget preparation.

QUALIFICATIONS:

- Experience related to the duties listed above, normally acquired through the completion of your Professional Engineer (P.Eng.) with 1 to 2 years relevant experience or Certified Engineering Technologist (C.E.T.) with 5 years relevant experience, including considerable experience in the municipal roads, sewer and watermain field. Candidates with equivalent combination of education and experience may be considered.
- Must possess strong interpersonal, communication, negotiation and facilitation skills.
- Must possess excellent documentation, planning, prioritization and follow-up skills.
- Strong municipal road, sewer and watermain design review and technical skills.
- Knowledge of project management methods and techniques. Demonstrated project budgeting and cost control skills.
- Working knowledge of Provincial Health & Safety Legislation.
- Knowledge of relevant municipal, provincial and federal legislation and Acts, regulations and by-laws.
- Knowledge of related aspects of the environmental assessment process.
- Must be proficient in a variety of municipal engineering software applications, including AutoCAD/LDD.
- Intermediate computer skills, including MS Word, Excel and Outlook.
- Possess a valid Class G driver's licence.

THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOB” PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR

