



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Project Manager – Municipal Infrastructure & Waste Management	CLASSIFICATION: Union, Full-Time
DEPARTMENT: Engineering, Public Works & Building	SALARY LEVEL: \$74, 796 - \$93, 499 (2018 rate) **under review**
LOCATION: 2585 King Road, King City, ON	

JOB PROFILE:

Function:

Responsible for project management and contract administration of municipal servicing projects including watermains, storm and sanitary sewers, pumping stations, roads, street and walkway lighting, sidewalks, drainage, retaining walls, bridges, culverts and other structures, traffic calming, traffic signals, acoustic fences, etc. The Project Manager will manage the work assignments of engineering consultants and will review and comment on all designs, specifications and documents prepared. The Project Manager will prepare design specifications and tender documents for municipal servicing projects under the direction and supervision of the Deputy Director of Engineering & Development in accordance with terms of references for engineering services proposals and tender documents/specifications; preparing various infrastructure needs and feasibility studies may be required.

The Project Manager will also assist with the review and administration of development servicing and agreements. Based on documentation provided by consulting engineers retained by the Township he/she will recommend reductions of securities, commissioning infrastructure, commencing maintenance periods, assumptions, etc.

The Project Manager prepares contracts for capital projects, monitors contractors' performance, and ensures compliance to contract documents, applicable standards and specifications. Provides expertise and advice to Council, Township Departments and staff, and addresses inquiries from same and the public. Liaises with external agencies, contractors and Township staff. Prepares budget recommendations. Issues contract tenders; reviews and evaluates contract proposals, and in conjunction with the Director/Deputy Director, recommends contract awards. Conceptualizes and prepares

reports to Council and provides recommendations and solutions.

Reports to:

- Deputy Director of Engineering & Development

Supervision Responsibilities:

- Directs, oversees, coordinates and administers the activities of consultants working for the Township on municipal servicing projects. Some direction may also be given to summer or co-op students, if employed.

Duties and Responsibilities:

- Oversees preparation of preliminary design alternatives and final designs for the construction of municipal roads/sidewalks, sanitary and storm sewers, watermains, street and walkway lighting, sewage pumping stations, traffic signals, traffic calming, acoustic fences, pedestrian crossings, structures and retaining walls and other municipal projects.
- Oversees the design process in accordance with the *Environmental Assessment Act* including coordination. Prepares presentations at Public Information Centers, addressing public and external agency concerns; reviews Summary Reports and Environment Study Reports and prepares reports to Council on findings and obtaining M.O.E.C.P. approvals for the design. Directs, oversees and coordinates consultants working for the Township with these activities.
- Prepares Requests for Proposals for engineering design services, tender documents and specifications for municipal servicing projects, maintenance and servicing work, road rehabilitation/resurfacing options; and administers maintenance and service contracts.
- Calculates and prepares tender quantities and preliminary and detailed engineering cost estimates in the preparation of tender documents and annual budgets. Identifies, researches, analyses and makes recommendations of annual capital projects.
- Prepares and approves tender advertisements, notice of projects, notice of public meetings and hearing ads in accordance with the Class EA process, the *Ontario Municipal Act*, and Township policies.
- Reviews and comments on engineering drawings for Township initiated projects by other departments, outside consultants or the Region of York, and ensures compliance with Township Standards on existing/proposed municipal services.
- Acts as the Township's representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Township initiated municipal services engineering projects including resolving/referring complaints and obtaining necessary approvals as required.
- Performs general site inspections and attends progress meetings for regional projects involving Township works. Chairs and prepares minutes of meetings as required on all Township initiated engineering projects to ensure services are

constructed in accordance with Township standards and specifications and/or resolves issues related to design/installation of services including interpretation and assisting inspectors or consultants in the enforcement of contracts.

- Reviews and makes recommendations for approval of payments for consultants, the Region of York and others retained by the Township, including review and analysis of claims for extras and recommending their approval or otherwise and processes approved claims.
- Utilizes computer applications for the purpose of engineering drawings review, report preparation, public meeting presentations and data collection/analysis, design calculations and email correspondence.
- Represents the Department internally and outside the Township on various working committees including roads, sewers, watermains, lighting, traffic standards and material committee.
- Prepares tender bid forms, analyses geotechnical reports, pavement evaluation reports, engineering reports and other technical studies and makes recommendations on same.
- Prepares budget recommendations and participates in preparation of long term Departmental programs.
- Prepares standards, policies and specifications for municipal servicing projects, including review and recommending new materials for acceptance.
- Attends bid openings as required for municipal servicing projects. Reviews, analyzes, evaluates and makes recommendations for award of successful requests for proposal engineering design services.
- Responsible for the review of engineering drawings.
- Actively participates in the activities of other local municipalities (Northern Six "N6") and external agencies in the areas related to waste management.
- Coordinates the activities of part time waste inspector.
- Attends regular meetings with the waste contractor and N6 representatives.
- Makes recommendations in level of service and pilot programs.
- Conceptualizes and prepares reports and recommendations based on analysis of Solid Waste Management Programs, relevant policies, procedures, trends, etc.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

Education/Experience:

- Community College Diploma in Civil Engineering Technology and a Certified Engineering Technologist (C.E.T.) designation.
- University Degree (Bachelor) in Civil Engineering would be an asset.
- Minimum of seven (7) years municipal servicing engineering experience including minimum of three (3) years of supervision of project management and administration experience.
- Working knowledge of the *Occupational Health & Safety Act*, provincial statutes

and other regulations that are in accordance with job responsibilities is required.

- Understanding of technical terminology and the *Ontario Planning Act* is necessary.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- A valid driver's licence is required and a reliable vehicle to use on corporate business.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Must be able to deal effectively with the public, consultants, contractors, owners, lawyers, government agencies, staff and Council members.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____