

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Manager, Major Capital Projects

Permanent, full-time position

Reporting to the Associate Director of Engineering, the Manager, Major Capital Projects is responsible for the planning, design, and construction of all multidisciplinary municipal infrastructure projects including buildings, bridges, major roads and other facilities in accordance with applicable regulations, standards, by-laws, and client requirements. As the Manager, Major Capital Projects you will be the primary point of contact for each project throughout and will be responsible for managing consultants/contractors, monitoring schedule and budget, regular reporting and liaison with internal / external clients, consultants, Executive / Advisory Committees, and the County Council.

Duties & Responsibilities:

- Oversees and maintains active involvement in the planning, design, tendering, construction administration and delivery of all multidisciplinary municipal infrastructure projects, worth \$20-\$30 million annually including buildings, bridges, major roads and other facilities in accordance with established industry standards and contract terms and conditions.
- Manages a team of staff, architects, consultants and contractors to effectively design and build quality projects including management of document flow and project tracking ensuring accountability of the project teams at all levels and stages of a project.
- Establishes the most efficient and effective designs in order to meet the current and future needs of the residents/occupants of the buildings while ensuring consideration for social, political, environmental and financial impacts.
- Ensures quality, cost effective architectural and engineering design and construction works adhering to all applicable municipal, provincial and federal legislations including but not limited to the Occupational Health & Safety Act, Ontario Building Codes, Municipal Act and related legislations.
- Represents the County on Committees, attends meetings and provides input, participates in public meetings to explain the scope of projects and obtain public input into the final design.
- Establish accurate and detailed costs and budgets for the complex building design and construction projects for approval by County Council.
- Administration and financial tracking for all building design and construction projects in accordance with the established County Financial by-law, policies and procedures.
- Prepares budgets, formulate tenders, requests for quotations, grant applications to other levels of government.
- Prepare and implement effective policies, procedures and standards for implementation to assist in the continued efficient and effective operation of the Major Capital Projects Division.

Qualifications & skills:

- University degree in Architecture, Engineering or a related field of study from an accredited program or applicable combination of education and experience.
- Extensive experience and possess or be eligible to obtain a professional engineer's or architectural designation in the Province of Ontario or an approved equivalent combination of education and experience.

- Extensive project management experience in major infrastructure planning, design, construction administration including on-site experience in the management of new construction and the renovation of existing assets on a variety of projects.
- A comprehensive working knowledge and training in construction and contract administration and specification coordination.
- Strong administrative and budgetary skills involving both capital and operating budgets.
- Knowledge of applicable codes and government legislation such as the Occupational Health and Safety Act and its Regulations, the Construction Lien Act, The National Fire Code, Ontario Building Code, Construction Standards Association, etc.
- A thorough knowledge of construction techniques, materials, methods, project scheduling, principles and practices related to building construction.
- Highly developed conflict resolution and problem-solving skills.
- An ability to interpret site, mechanical, electrical, structural drawings and specifications.
- Excellent communication, presentation and interpersonal skills to deal effectively with staff, political representatives, consultants, contractors and the public.
- Working knowledge in MS Word, MS Project, Excel, and Project Accounting.
- Thorough knowledge of municipal, provincial and federal standards and policies for capital projects.
- Formal accreditation in Project Management or equivalent would be an asset.
- Province of Ontario Class "G" driver's licence.

An acceptable driver's abstract must be submitted with your application. **Applications submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, August 5, 2022**, to:

Human Resources
 County of Northumberland
 555 Courthouse Road
 Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
 Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.