

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:

### **Project Manager/Senior Engineer**

Permanent, full-time

Reporting to the Manager, Major Capital Projects, the Project Manager/Senior Engineer is responsible for the effective management of planning, design, and construction of assigned multidisciplinary municipal infrastructure projects including buildings, bridges, major roads and other facilities.

#### **Major Responsibilities:**

- Responsible for the complete project management from planning, designing, tendering to construction administration and delivery of assigned municipal capital works 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.
- Provide technical assistance to the operating departments and external clients to confirm project scope, prepare cost estimates, capital budgets and realistic project delivery schedules.
- Lead project coordination meetings, carry out pertinent technical studies, represent the project at public open houses, and consult with members of the public, internal/external clients, outside agencies, developers, and contractors at all stages of a project.
- Review engineering studies, preliminary and detailed designs, drawings, specifications and cost estimates as they pertain to assigned projects. Implement and maintain quality control for the design and construction deliverables.
- 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.
- Prepare terms of reference to engage architect/engineering consulting firms, review consultant proposals and make recommendations for the selection of consultants.
- Prepares technical and contract specifications as well as contract drawings for inclusion in tender documents for complex municipal infrastructure projects. Prepare tender documents, coordinate tender calls, assist with tender analysis and evaluate/recommend tender awards.
- Secures approvals from various regulating and government agencies to enable projects to proceed. For example, site plan approvals, re-zoning and Committee of Adjustment applications, permits, etc.
- Attends pre-construction and site meetings with contractors, arranges material and equipment testing, and construction inspections.
- Monitors the conditions of constructed assets to ensure that new construction and rehabilitation takes place in a timely and economic fashion to maximize the life span of the asset.
- Prepares detailed and timely reports, records, schedules, monthly status reports, inflates correction of deficiencies, and warranty items as required.

## Education and Qualifications:

- Bachelor's Degree in Architecture, Engineering, or a related field of study.
- A minimum of 10 years relevant Project Management experience.
- Significant experience in building construction management with demonstrated functional programming skills on a variety of projects, including projects that have incorporated sustainable design principles.
- Licensed Professional Engineer or Architect and a member in good standing of the Professional Engineers of Ontario or Association of Architects or eligible to obtain Professional Engineer's or Architectural designation in the Province of Ontario within 12 months.
- Formal designation in sustainable or green buildings, such as LEED AP BD+C or equivalent, would be an asset.
- Knowledge of applicable codes and government legislation related to the responsibilities of position including the Occupational Health and Safety Act, Construction Lien Act, The National Fire Code, Ontario Building Code, Construction Standards Association, Ontario Provincial Standards, Canadian Standards, Ministry of the Environment guidelines, Canadian Highway Bridge Design Code, contract law and other relevant legislation.
- Strong administrative and budgetary skills involving both capital and operating budgets.
- Excellent communication, presentation, and interpersonal skills with an ability to effectively organize and manage construction project assistants.
- 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 (.doc or .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, November 20, 2020** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.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@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.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.