

Project Manager, Special Projects

The City of Guelph is a vibrant and diverse community with a unique sense of place located in southern Ontario along the Innovation Corridor that runs between Toronto and Kitchener-Waterloo. We are also one of Canada's fastest-growing cities with a projected population increase from 135,000 people to almost 170,000 in the next 10 years. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

Job summary

Resumes are being accepted for the position of Project Manager, Special Projects in the Compliance and Performance Division of Environmental Services. This position is responsible to lead strategic initiatives and the implementation of environmental, business and continuous improvement projects on behalf of the Compliance and Performance Division within the Environmental Services Department. This position will be required to collaborate with a variety of divisions such as Water, Wastewater and Solid Waste. This role will also liaise with a wide range of divisions throughout the organization, including Procurement, Engineering and Capital Infrastructure Services, Communications, Finance, IT as well as external Consultants and Contractors to effectively coordinate and deliver projects within the established schedule, budget and scope. Reporting to the Manager of Compliance and Performance, and guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning. A successful candidate in this role will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

Duties

- Manage a variety of professional assignments in a variety of areas including asset management, climate change, continuous improvement, organizational development, succession planning and projects related to operational efficiencies.
- Partner with the manager to support annual departmental strategic planning processes, including visioning, workplan development and performance metrics.
- Utilize lean six sigma tools and best practices to conduct business process improvements, optimizations, identify efficiencies and assists leaders to cultivate and sustain a continuous improvement culture.
- Serve as a project manager supporting a variety of project teams in adjacent Environmental Services divisions, providing technical direction and training around project management technologies, methodologies, performance metrics, project financials and standards to ensure desired project performance objectives are met.
- Develop formal project documents including Project Charters, Schedules, Risk Registers, and Business Cases, amongst others, and ensures project management rigour are consistent with protocols of the City's Project Management Office and PMI. Educates other Project managers around these tools and templates as necessary.

- Assist with capital planning and supports capital project management methodologies as a subject matter expert as it relates to capital project management methodologies, project financials and linkages with asset management.
- Develop formal procurement documents, including outlining project specifications, terms of reference for Request for Tenders, Request for Proposals and carries out procurement formalities such as addressing addendums, processing award memos and preparing formal contractual documentation. Prepares purchase orders/requisitions, requests for quotations, and tendering as required.
- Adhere to contract management best practices throughout project lifecycles and engages in vendor performance management as required through the course of a project.
- Engage stakeholders and the public where required through formal project consultation and/or the municipal class EA process.
- Act as a resource to conduct research, manage data, provide interpretation, and offer recommendations based on industry best practice and environmental scans.
- Facilitate and/or lead meetings with City staff, internal departments and external stakeholders as a representative of Guelph's Environmental Services Department.
- Responsible for developing presentations, writing reports and memos for customers, staff, management, and Council as well as SOP's, technical specifications, reports, correspondence and work instructions.
- Ensure consultants, contractor and suppliers are in compliance with corporate and MOL health and safety requirements.
- Other duties as assigned.

Qualifications

- Considerable experience related to the duties listed above, normally acquired through a post-secondary degree in Environmental Services, Business Administration, Masters of Business Administration or a related discipline. Considerable experience in managing projects in a Environmental or municipal environment i.e. Public Works, Environmental Services, Water, Wastewater, Solid Waste, preferably in a municipal environment. Candidates with an equivalent combination of education and experience may be considered.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.
- Knowledge of PMI project management methodologies and capital project management, including demonstrated success in managing a variety of projects and budgets as well as the ability to adequately coordinate the efforts of multi-disciplinary project teams.
- Applied experience with Lean Six Sigma and continuous improvement tools and practices.
- Experience leading operational optimizations and organizational diagnostics, including business process improvements and the development and application of change management strategies.
- Ability to navigate change, develop change management plans and implement these successfully.
- Excellent understanding of municipal environmental services or public works environments.
- Experience with strategic planning principles to effectively lead annual and mid-range business planning.
- Proficiency with contract and vendor management practices in project settings.
- Ability to work independently and guide multi-disciplinary teams.

- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Excellent project management skills and the ability to manage multiple concurrent priorities.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Strong facilitation skills, techniques and tools.
- Good interpersonal, leadership and team building skills.
- Experience with Microsoft Office (Word, Excel, PowerPoint, MS Teams and Outlook).
- Experience with project management software tools such as Eclipse.
- PMP, PgMP or CAPM designation in good standing is required.

Rate

\$83,184.28 - \$103,980.35

How to apply

Qualified applicants are invited to apply using our **online** application system by **Tuesday, June 1, 2021**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.