



## PROJECT MANAGER

**Job ID:** 27889

**Job Category:** Engineer & Technical

**Division & Section:** Toronto Water, Water Infrastructure Management

**Work Location:** Metro Hall, 55 John Street, Toronto

**Job Type & Duration:** Full-time, Permanent

**Salary:** \$89,871.60 - \$105,578.20

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** Non-union

**Number of Positions Open:** 1

**Posting Period:** 26-Aug-2022 to 23-Sept-2022

### Job Description:

As a member of Toronto Water's Water Infrastructure Management (WIM) team, the Project Manager in the Infrastructure Planning and Programming (IPP) Unit is responsible for developing the Watercourse Management Capital Program, and provides project management, stakeholder management, technical support, water quality management expertise, and coordination with the City's internal divisions and external agencies. The Watercourse Management Capital Program involves stream restoration management, protection of Toronto Water infrastructure, especially within ravines and valleylands, stormwater management (SWM) infrastructure such as outfalls, and stormwater management facilities. The capital projects are generated as a result of Emergency Works, Environmental Assessment studies, state-of-good-repair priorities and Council-directed initiatives for the purpose of mitigating, and building resilience to reduce, the risk of flooding, degraded water quality and extreme erosion impacts.

### Major Responsibilities:

- Implements detailed plans. Plans, develops, reviews, and manages Toronto Water capital projects from inception to closeout, such as stream valley infrastructure condition assessments, and stream valley infrastructure risk inspection programs.
  - Ensures effective teamwork, communication, high standards of work quality, organizational performance, documentation, and continuous learning.
  - Leads Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
  - Provides technical expertise to meet City expectations related to projects involving stream valley environments.
  - Determines the extent and scope of biological, geomorphic, and water quality studies necessary to identify problems and concerns related to City watercourses and sewer and water infrastructure. Considers alternative options and recommends a preferred solution.
  - Leads and directs project teams, including consultants and contractors assigned to studies and programs; and supervises consultants and contractors carrying out stream restoration design, aquatic habitat restoration, tender document preparation, stream construction projects, and monitoring programs.
  - Coordinates Toronto Water's Watercourse Management Program.
  - Oversees and evaluates the work performance of external service providers with respect to quality, timelines, cost, and completion of required tasks.
  - Manages projects, including planning, defining scope, scheduling, developing cost estimates, and budgeting through the development of Business Cases, as part of the capital planning process for projects related to surface waters, stream restoration, stormwater management, and stream erosion control and infrastructure protection.
  - Assists with the development and release of RFQ/RFP documents, evaluates proposals and/or bids, and makes recommendations for award of contracts.
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- Finalizes contract payments, implements quality control/quality assurance, and ensures project expenditures are controlled and maintained within approved budgets.
- Develops processes, guidelines, and workflows to streamline project delivery and achieve objectives and targets.
- Provides support to the capital works budget process, and assists in reviewing and controlling expenditures of consultants, contractors, and internal staff.
- Participates in preliminary design, detailed design, and implementation of capital work projects; and works with City of Toronto staff, consultants, and contractors during construction and commissioning stages to ensure quality workmanship and compliance with Toronto Water's goals and guidelines.
- Modifies and implements technical standards, procedures, and policies associated with asset management, asset inspections, and stream restoration and erosion control.
- Provides design review, technical advice, and expertise to support the projects being managed.
- Identifies, evaluates, and provides technical expertise and recommendations to resolve issues with assigned projects. Ensures compliance within guidelines by acting as a signing authority.
- Reviews drawings, purchasing documents, and specifications prepared by staff, contractors, and consultants.
- Assists with the preparation of Committee and Council reports, briefing notes, presentations, purchasing documents, contract plans, specifications, and estimates.
- Prepares and delivers presentations and informative/educational material for internal and external groups and other purposes. Attends public meetings, meetings with regulatory agencies, hearings and project-based meetings, as required.
- Assists in the development, implementation, and evaluation of pilot projects and new technologies; and contributes to policy formulation with respect to water and wastewater systems, stormwater management, and aquatic system restoration.

**Key Qualifications:**

1. Post-secondary education in Environmental Sciences, Engineering, Biology/Ecology, or Geomorphology; or the approved equivalent combination of education and experience.
2. Experience with planning, designing, and managing geomorphic studies and Master Plans/Environmental Assessments.
3. Experience with stream restoration and watercourse erosion control projects, including design, construction, and monitoring.
4. Experience with sewer and water infrastructure projects, preferably related to stormwater management and stream valley infrastructure.
5. Knowledge of GIS tools such as ESRI ArcGIS.
6. Ability to interpret engineering drawings as they relate to designs associated with watercourse features, stream restoration, and stream channel erosion control works.
7. Knowledge of water and wastewater infrastructure and processes, stream hydraulics and hydrology concepts, fluvial geomorphology, and stormwater management systems.
8. Knowledge of stream processes such as erosion and their impacts to the watercourse, riparian land, and stream valley.
9. Strong computer literacy and data organizational skills to ensure comprehensive project data records are maintained and are easily accessible by City staff and target audiences.
10. Ability to solve problems effectively, manage multiple assignments and conflicting priorities, and develop constructive/positive internal and external work relationships.
11. Strong interpersonal skills with ability to establish effective working relationships with all stakeholders, employees, client divisions/units, outside agencies, and/or other levels of government.
12. Ability to communicate effectively both verbally and in writing at all organizational levels.
13. Ability to work outside in adverse weather conditions and environments; and perform physically demanding activity such as hiking up and down relatively steep slopes within stream valleys.
14. Possession of a valid Province of Ontario Class "G" Driver's Licence to travel to various work locations and construction sites.

**Note:** All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-) < <https://www.toronto.ca/city->

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### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 27889**, by **Friday, September 23, 2022**.

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### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request. Learn more about the City's Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.

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