



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Job Posting #: NU 13.23

Title: Project Manager – Major Vertical Infrastructure (W&WW)

Job Code: 8ENPMV

Status: Permanent Full Time

Employee Group: Non-Union

Salary: \$84,596 - \$105,746 per annum

Division: Environmental and Infrastructure Services

Department: Engineering

Reports To: Project Director

Location: Simcoe, ON

Posting Period: February 15, 2023 to March 15, 2023



How to apply:

Follow the link below for the application process:

<https://apply.workable.com/j/23748A407A>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Scope of Position:

To plan and manage the design and construction of municipal infrastructure capital projects which may include building of new water and wastewater facilities and/or upgrades of existing assets (pumping stations, treatment plants, booster stations, elevated tanks, reservoirs, associated back-up generators and biosolids processing facilities). The majority of this work is related to the implementation of the 10-year capital delivery plan to meet the long-term water and wastewater servicing needs of the County as outlined in the Integrated Servicing Master Plan and Biosolids Management Plan. Prepare consultant and contractor procurement documents and participate in selection and administration of these goods and services. To ensure that projects are completed within the annual budget limits and timelines; and to coordinate with regulatory agencies, stakeholders and third-party utilities companies regarding capital construction projects.

Knowledge and Experience:

- Four-year University degree in Civil Engineering from an accredited university.
- Minimum five years' experience beyond university in an engineering department with a municipality or multi discipline consulting, working predominantly with municipalities.
- Licensed (P.Eng.) under the Ontario Professional Engineers Act.
- The Project Management Professional designation is an asset.
- Provincial Operator Certification in Water Treatment, Water Distribution and Supply, Wastewater Collection and/or Wastewater Treatment certification would be considered an asset.

Skill and Abilities:

- Excellent project management skills within municipal environment
- Expertise in design and construction of water and wastewater vertical infrastructure for municipalities including treatment plants, pumping stations, elevated tanks, booster stations, intake and outfall rehab and/or replacement, biosolids processing facilities, and all other mechanical, electrical, SCADA, decommissioning, restoration and other civil engineering scope elements.
- Expertise in reviewing condition assessments, environmental assessments, design reports, drawings, specifications and operation and maintenance manuals.

- Experience with design and construction of advanced water and wastewater treatment processes (nutrient removal, membranes filtration, chemical treatment, UV disinfection) and biosolids processing and disposal (aerobic and anaerobic digestion, thickening, dewatering, storage).
- A high level of integrity and accountability, as an effective project leader, with excellent verbal and written communication skills
- Liaise with governing and approval agencies, stakeholders, developers, consultants, contractors, internal staff and external agencies.
- Skilled communicator within a multi-functional and collaborative team environment
- Polished customer service ability to deal with public and project stakeholders; ability to deal with conflicts and difficult situations.
- Competent in the use of computer programs in particular Microsoft Office Suite programs and a working knowledge of AutoCAD Civil 3D.
- Understanding of Ontario legislation related to various practice areas of municipalities, such as the Municipal Act, Safe Drinking Water Act and Planning Act.
- Valid Ontario driver's license and access to a reliable vehicle
- Must be aware of water and wastewater design guidelines, specifications, regulatory requirements, best practices and safe work practices as they relate to job responsibilities and work environment, Construction Act, Safe Drinking Water Act, The Environmental Protection Act, The Clean Water Act, and the Occupational Health and Safety Act.

Position Description:

The Project Manager will:

- Participate in Engineering Department special programs, such as implementation of the Integrated Sustainable Master Plan Priorities for Water and Wastewater Upgrades, focusing on the major water and wastewater vertical infrastructure projects.
- Coordinate with various County Departments and Divisions to develop the Scope of Work for projects related to existing or proposed assets within the jurisdiction of that Division. The water and wastewater infrastructure projects may include capital planning and delivery assignments required for new and existing assets

such as pumping stations, storage facilities, booster stations, and treatment plants. The Project Manager will manage projects from inception to warranty and, implementing any activities required to meet the needs of the Municipal Class Environmental Assessment.

- Support technical studies and planning tasks necessary to understand and prioritize infrastructure needs as it relates to water and wastewater servicing.
 - Develop project plans to define the steps needed to fully meet the project needs and fully participate in: executing that plan; coordination with consultants and contractors; review of reports and designs; contract administration; and, ongoing review of project budgets and status.
 - Prepare various procurement documents related to the projects and studies, such as Requests for Proposals, Tender Documents, Council Reports and Regular Project Updates to Senior Management.
 - Manage and supervise project consultants and contractors delivering planning, design, construction and post-construction/warranty services.
 - Monitor and control project budget, scope, risk, schedule and quality as outlined in the project requirements; regular site visits and reporting of issues that may lead to contract deviations and stakeholders' impact.
 - Review and process change orders, invoices and progress payments in a thorough and timely fashion.
 - Prepare reports and presentations regarding project status for Council Updates
 - Assist in updating annual project budgets and development of budget projections for the Division's 10-year capital delivery program.
 - Coordinate scope of work, budget and timelines with other departments and outside agencies and deliver positive customer service to the public.
 - Other capital planning and delivery duties as assigned
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.