



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

---

**Job Posting #: NU 17.23**

**Position:** Project Manager – Preventative Maintenance (W&WW)

**Job Code:** 8ESPMP

**Status:** Permanent Full Time

**Employee Group:** Non-Union

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

**Division:** Environmental and Infrastructure Services

**Department:** Environmental Services

**Reports To:** Director, Environmental Services

**Location:** Simcoe, ON

**Posting Period:** February 27, 2023 to March 27, 2023

---

### **How to apply:**

Follow the link below for the application process:

<https://apply.workable.com/j/1178FA2C33>

- 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 activities related to studies and capital projects that includes a water efficiency strategy planning and preventative maintenance program, inflow and infiltration studies of the wastewater collection systems, vertical maintenance program development and other projects as required. 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 operating and capital projects. The majority of this work is related to the implementation of the County's water and wastewater operating plan to meet the long-term water and wastewater servicing needs of the County.

**Knowledge and Experience:**

- Undergraduate or community college degree or community college diploma in engineering, environmental or a related field.
- Minimum five years' experience beyond university or community college graduation in an engineering or environmental department with a municipality or multi discipline consulting, working predominantly with municipalities.
- Licensed under the Ontario Professional Engineers Act (or, enrolment in the Professional Engineers of Ontario Engineering Intern Program; or, Certified Engineering Technologist [C.E.T.]
- 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 a municipal environment
- Expertise in the operation of water and wastewater infrastructure for municipalities
- Expertise in reviewing design reports, drawings, condition assessments, CCTV, specifications and operation and maintenance manuals
- Knowledge of testing and commissioning processes, shut down and scheduling coordination with operations to minimize the impact on facility, systems and community servicing

- A high level of integrity and accountability, as an effective project leader, with excellent verbal and written communication skills
- Liaise with 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
- Understanding of Federal and Provincial legislation related to various practice areas of municipalities, such as the Municipal Act, Safe Drinking Water Act and the Wastewater Systems Effluent Regulations under the Fisheries Act
- 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 the work environment.
- Valid Ontario driver's license and access to a reliable vehicle

**Position Description:**

- Participate in the Environmental Services Departments program development of the water efficiency strategy, preventative maintenance programs, inflow and infiltration studies of the wastewater collection system, a back flow prevention program and others as required
- Coordinate and develop the scope of work for projects related to existing or proposed assets within the Environmental Services Department. The water and wastewater infrastructure projects may include input into the capital planning and delivery assignments required for new and existing assets and programs. The Project Manager will manage projects from beginning to completion
- Coordinate with other departments to provide input on the 10 year capital delivery program and asset management program; providing input to budgeting and maintenance planning
- Initiate and lead technical studies and planning tasks necessary to understand and prioritize infrastructure needs as it relates to water and wastewater
- 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 services.
- Monitor and control project budget, scope, 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 invoices and payments in a thorough and timely fashion
- Prepare reports and presentations regarding project status for management updates
- Assist in updating annual project budgets and development of budget projections for the departments' 10-year operating and capital program.
- Other capital planning and delivery duties as assigned

---

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.