



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### CAPITAL PROJECT MANAGER PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Capital Project Manager is responsible for directing and managing studies and capital projects related to the Township's road, bridge, water, wastewater, storm water, and municipal buildings infrastructure, under the general guidance and direction of the Manager of Engineering within the Infrastructure Services Department.

#### **Key Major Responsibilities**

Duties include but not limited to:

##### **Project Management**

- Provides direction to multi-disciplinary engineering consulting teams and contractors in all phases of municipal infrastructure projects, including servicing strategies, feasibility studies, municipal class environmental assessments, master plans, and design and construction for capital project implementation.
- Assists with implementing recommendations from the Township's infrastructure master plans, municipal class environmental assessments, and technical studies.
- Oversees and directs the progress of capital projects to help keep them on schedule, within scope, and within budget in accordance with Township policies, standards, and objectives outlined in the Council Strategic Plan, the Asset Management Plan, and Capital Budget.
- Provides recommendations for capital upgrades, operational improvements, and preventative maintenance for Township infrastructure to help minimize risk to public health and safety and the environment.
- Assists in the development of the Township's 10-year capital forecast for both infrastructure renewal projects based on the Township's Asset Management Plan and the extension of new municipal infrastructure to service future development areas.

##### **Construction Contract Administration**

- Meets with consultants and contractors regularly throughout the construction period to review and address construction issues.
- Performs general construction reviews on site to monitor progress and quality of the overall construction work.
- Conducts inspections and assessments of municipal infrastructure in cooperation with other divisions and departments.
- Provides information on project costs and progress of the work to the financial department to assist in completing project funding reports.
- Performs final construction deficiency reviews and follows up to verify that deficiencies have been addressed.

##### **Technical Studies and Design**

- Reviews geotechnical investigation reports on subsurface soil conditions.
- Assesses designs and engineering drawings throughout the design development phase and works with multi-disciplinary consulting teams to address design issues and determine optimum design solutions in accordance with Township requirements.
- Assists the consultant with obtaining approvals from regulatory agencies including the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation, and the Grand River Conservation Authority.
- Prepares, reviews, and evaluates engineering studies, investigations, inspections, and technical reports and assess if revisions are required and / or coordinates the implementation of design recommendations.

##### **Procurement**

- Prepares Requests for Proposals for the provision of Consulting Services for studies, municipal class environmental assessments, master plans, and the design and contract administration of capital projects for municipal infrastructure.
- Reviews tender documents for revisions as needed to issue Requests for Quotations and Tender for construction services.
- Reviews and evaluates tender bids, consulting services proposals and costs and pre-qualification submissions and makes recommendations for contract award in conjunction with the tender evaluation committee.

### **Infrastructure Assessment and Planning**

- Manages studies and evaluations of the condition and performance of municipal infrastructure assets and utilizes a risk-based approach to identify asset rehabilitation and replacement priorities.
- Provides oversight and responsibility for the planning, administration and implementation of field data collection programs related to the Township of Centre Wellington's municipal infrastructure and municipal drinking water resources.
- Develops, measures, and records the condition and performance of municipal infrastructure, including roads, bridges, sanitary collection and treatment systems, storm water collection and management systems, municipal water supply wells, and water treatment, storage, and distribution systems.

### **Minimum Qualifications and Requirements:**

- University Degree in Civil Engineering and full membership or eligibility for full membership with the Professional Engineers of Ontario. An equivalent of relevant education and experience may be considered.
- At least 5-years' experience in aspects of municipal infrastructure design and construction with a collaborative and consultative project management approach.
- Experience working for municipal clients or in a municipal setting is considered an asset.
- Experience in the preparation of technical standards, policies, and reports, and responding to external agencies and community enquiries.
- Thorough knowledge of applicable legislation, regulations and requirements related to the core functions of the position including but not limited to, Bridge Design Code, TAC/MTO Roadway Design Standards, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act (Source Water Protection), Safe Drinking Water Act and Storm Water Management BMPs.
- Advanced organizational, prioritization, interpersonal, analytical and time management skills.
- Strong written and verbal communication skills.
- Ability to prepare and give presentations with clarity and purpose.
- Demonstrated ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ArcGIS, Work Tech and Microsoft Office (Word, Excel, Power Point and Outlook).
- A valid Ontario Class "G" Driver's License in good standing and access to a vehicle.

**Annual Salary:** \$81,721 - \$95,602 (2023 salary range)

**How to Apply:** Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0  
via email to: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply:** Monday, April 17, 2023 at 11:59 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*