



## POSITION DESCRIPTION

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POSITION:	PROJECT MANAGER – PLANNING, CONSTRUCTION & DEVELOPMENT
DEPARTMENT:	DEVELOPMENT SERVICES
CURRENT ISSUE:	FEBRUARY 2025
NEXT REVISION:	FEBRUARY 2030
AFFILIATION:	NON-UNION

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### POSITION SUMMARY:

Reporting to the Director, Development Services and Engineering, the Project Manager is responsible for project management for some of the Municipality's construction and development projects including financial and project management related to grants and capital projects, research and data collection, procurement, stakeholder engagement, partnership management, budget management, and progress reporting. The role involves managing the Municipality's initiatives under the Housing Accelerator Fund (HAF) agreement with CMHC to ensure these are completed on time.

### DUTIES AND RESPONSIBILITIES:

#### Project Planning and Development:

- Responsible for project planning, development, and implementation processes.
- Conduct research and data collection to support project initiatives.
- Develop and implement project plans, ensuring alignment with organizational goals, master plans, and strategic priorities.

#### Construction Project Management:

- Oversee construction projects from inception to completion, ensuring they are delivered on time, within scope, and on budget.
- Coordinate with cross-departmental and cross-organizational teams to support project completion.
- Manage project milestones and deliverables, ensuring compliance with federal and provincial legislation, program guidelines, and funding requirements.

#### Stakeholder Engagement and Partnership Management:

- Engage with stakeholders, including Municipal staff, partners, and external organizations.
- Maintain and manage partnership relationships to support project initiatives.
- Provide regular status and progress updates to the Municipality's Senior Leadership Team and Council with respect to project and construction planning, progress, and budget.

#### Procurement and Financial Management:

- Lead and support procurement activities, including the management of external resources, contracts, and vendors.
- Manage budgets for capital projects and projects related to grant programs, including the Housing Accelerator Fund and other provincial or federal grants.
- Assist the Treasurer in the financial management of projects, ensuring adherence to organizational and funder processes, policies, and by-laws.

**Monitoring and Reporting:**

- Manage project progress and performance, providing regular reports and updates.
- Prepare reports, correspondence, and presentations for the Municipality's Senior Leadership Team and Council.
- Manage and report progress on grant funding from all levels of government, including HAF.

**Policy and Strategy Development:**

- Advise on the development of corporate policies, plans, and strategies related to construction and development projects.
- Implement change management processes for specific departments, divisions, and business units as it relates to capital projects and grant management.

**Education and Training:**

- Educate, train, and coach Municipal staff and project teams on project initiatives.
- Ensure the transfer of knowledge and experience to strengthen organizational capacity.

**QUALIFICATIONS:**

- A minimum of 5 years experience in project management directly related to design and construction including tendering processes and contract administration.
- Project Management Certification or PMP designation would be considered an asset.
- Experience with developing Request for Qualifications/Proposals in a municipal environment ensuring adherence to Procurement Policy and Procedures.
- College or Bachelor's degree in Architecture or Engineering, Urban Planning or a related field.
- Valid Ontario Driver's License (Class G).
- Experience and knowledge of Microsoft Office suite of programs including Word, Excel and PowerPoint
- Strong understanding of municipal, federal and provincial legislation, program guidelines, and funding requirements.
- Excellent communication, organizational, and leadership skills.
- Strong interpersonal skills working with members of the public, developers and applicants, external agencies and a variety of internal municipal departments.
- Ability to work collaboratively with cross-departmental teams and stakeholders.
- Excellent at planning and organizing projects.
- Proficiency in AutoCAD and GIS programs is considered an asset.
- Experience with municipal-led projects and housing development/initiatives.
- Proficiency in project management software and tools.

**PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Director of Development Services & Engineering.

**TITLE**

**SIGNATURE**

**DATE**

Director of Development Services  
& Engineering

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**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT MANAGER- PHYSICAL DEMANDS**

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one's feet in an upright position without moving about or combined with walking			X	
Walking – moving about on foot on level or uneven surfaces			X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.		X		
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X	

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

#### WORKING RELATIONSHIPS

<b>Internal</b>	CAO, Colleagues in Development Services and Engineering; Roads and Public Works, Community Services, Clerk's Office, Protective Services Departments. The Project Manager is required to communicate with periphery municipal agencies and committees and with members of Council.
<b>External</b>	Consult with partner agencies, provincial and federal Ministries, consultants, stakeholder groups and general members of the public.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors	X					As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council		X				Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses	X					Supporting referred-in workload	X	X

**ENVIRONMENTAL DEMANDS:**

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with Staff. The position requires frequent use of the computer and other office equipment.

**WORKING CONDITIONS:**

This position requires you to work regular full-time hours in an office or home-office environment. However, additional work may be required to complete special requests or projects and conduct site visits. After-hours meeting attendance or travel may also be required.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES:** No

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

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Departmental Manager

**REVIEWED BY:**

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Human Resources

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Incumbent