

Project Manager, Water Services

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We are currently hiring for the position of Project Manager, Water Services. This position is responsible for implementation of vertical water system capital projects and maintenance-related programs on behalf of the Water Services Division. The Project Manager, Water Services is required to liaise within the department and throughout the organization, including Procurement, Engineering and Transportation Services, Finance, as well as external Consultants and Contractors to effectively coordinate and deliver complex projects and programs within the established schedule, budget and scope. Reporting to the Manager of Technical Services, the candidate will support asset management of the City's critical water system infrastructure and aid in the achievement of the community vision – to be the city that makes a difference.

Key duties and responsibilities

- Project manages a variety of professional engineering assignments in one or more specialized areas of Municipal Engineering involving water systems (vertical and linear), water asset maintenance programs, and various water civil / municipal projects in a municipal drinking water groundwater system.

- Liaises and negotiates with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Assists in the preparation of the annual capital and operating budgets and monitors current project budget variance.
- Provides oversight of major capital project works for the Water Department and its associated infrastructure projects to ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Coordinates the review of detail designs for engineering construction projects for water facilities and linear infrastructure and other related work, including review of design calculations as required.
- Develops formal project documents including Project Charters, Schedules, Risk Registers, and Business Cases, amongst others, and ensures project management vigour consistent with protocols of the City's Project Management Office and PMI.
- Completes financial reporting and coordinates project financial accounting including processing of payment certificates and invoices.
- Engages stakeholders and the public through Environmental Assessment and where otherwise required through the design and construction process.
- Acts as a resource to provide research, data, interpretation, and recommendations based on sound professional engineering practices.
- Maintains professional knowledge in applicable areas and keep abreast of changes in job related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Acts as a technical resource to other departments and develop collaborative partnerships with agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the Infrastructure Services division.
- Evaluates contractor and consultant performance on capital projects.
- Attends meetings with City staff, internal departments and external stakeholders as a representative of Guelph Water Services.
- Conducts studies and pilot programs as directed by Water Services management staff.
- Assists with capital planning and supports the implementation of related capital upgrades and studies.
- Supports internal benchmarking and continuous improvement initiatives.
- Supervises procurement of major services, materials, supplies, and equipment, develops and supports service agreements and contracts, develops and awards Tenders, RFP's, RFQ's and manages increases in scope to existing projects.
- Responsible for writing reports and memos for customers, staff, management, and Council as well as SOP's, technical specifications, and work instructions.
- Other duties as assigned.

Qualifications and requirements

- Completion of post-secondary education in Civil or Environmental Engineering, Environmental Science or a related discipline.
- Considerable experience in managing capital projects within a municipal water supply treatment and distribution system.
- C.E.T or P.Eng. registration in the province of Ontario.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm

their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.

- Knowledge of water distribution systems with respect to potable water transmission, maintenance programs and asset management.
- Knowledge of all water-related project phases (including conceptual design, pre-design, detailed design, and construction administration).
- Excellent understanding of municipal water infrastructure and process design.
- Ability to manage scope, budget and meet tight deadlines as well as properly coordinate the efforts of multi-disciplinary project teams.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Knowledge of water industry and municipal and provincial regulations related to groundwater water supply and treatment, operation and maintenance and environmental compliance.
- Excellent project management skills with the ability to manage multiple projects and priorities.
- Excellent oral and written communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Ability to work independently or as part of a team.
- Ability to analyze data, perform calculations and work with large data sets.
- Advanced skills in Microsoft Office (Word, Excel and Outlook).
- Experience with project management software tools.
- Experience with GIS, Hydraulic Modelling, and AutoCAD would be an asset.
- PMP designation is an asset.
- Candidates with an equivalent combination of education and experience may be considered.

Hours of work

35 hours per week Monday to Friday, between the hours of 8:30am to 4:30pm.

Pay/Salary

Non-Union Grade: 6: \$91,567.41- \$114,459.27

How to apply

Qualified applicants are invited to apply using our **online** application system by **July 21, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application

procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.