



Region of Waterloo

## Career Opportunity

The Region of Waterloo is currently recruiting for a:  
**Project Manager (Design and Construction)**

Department: Engineering and Environmental Services

Division: Design and Construction

Hours of Work: 35

Location: 150 Frederick Street, Kitchener

### Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving, and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect, and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

### Our Team:

Team members in Design and Construction take pride in efficiently delivering innovative project solutions for our Regional clients and building critical infrastructure that supports every person in Waterloo Region. Our management team is committed to high quality, accountable and responsive service that results in project outcomes that are equitable, accessible and cost effective. We seek to engage all members of our community in delivering Regional capital programs in line with our strategic priorities with an overall vision of growing with care.

### The Opportunity:

Reporting to the **Head, Engineering** this exciting opportunity will plan, design, and manage the construction and rehabilitation of transportation engineering projects (e.g., roads, bridges).

### Apply your Knowledge, Skills & Abilities:

- You will direct technical staff on in-house design projects and the preparation of final contract drawings. Assign work to clerical, survey, and drafting staff on in-house projects and provides technical direction to construction inspectors and survey crews. Provide direction, guidance, and performance evaluation to consulting engineers, with input into their hiring and dismissal.

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- You will coordinate the consultant selection and hiring process (e.g., terms of reference, submissions, shortlists, interviews, selection, insurance certificates). Review and negotiate workplans and budgets with same. Make recommendations to Committee and Council.
- You get to chair/participate on project teams to establish scope and determine environmental assessment (EA) status. Conducts public meetings to explain project scope and obtain input on final designs.
- You will write/review environmental study reports (ESR), identify engineering/technical components on project alternatives, and writes pre-design reports. Gather technical information and organize field testing/investigations for ESRs.
- You will provide technical assistance to the Transportation Division in the review of development applications affecting Regional roads.
- You will prepare project designs; develops/meets design schedules; and organize engineering/legal surveys, geotechnical investigations, easement acquisitions, and land purchases. Perform design calculations and engineering analyses.
- You will prepare design drawings and direct technical support staff in the preparation of final contract drawings. Incorporate requirements of the Region, area municipalities, utility companies, and Ministries. Prepare project cost estimates based on final designs.
- You will determine and arranges/negotiates construction approvals and requirements with utility companies, developers, area municipalities, and Ministries/agencies; prepares approval applications; and negotiates cost sharing.
- You will prepare and approve technical and contract specifications and drawings for tender documents. Prepare tender schedules, and writes public tender advertisements. Respond to tenderer inquiries and issues written addenda for clarification.
- You get to legally witness public tender openings. Ensure mathematical accuracy and legal/technical compliance. Summarize tenders, confirms budget availability, recommends contract award, and prepares reports for Finance.
- You will prevent construction interference with other Regional operations.
- You will chair and document pre-construction and site meetings with contractors. Reviews and approves technical shop drawings and contractor submittals. Arrange detours and notify emergency services, businesses, residents, and property owners of project extent, duration, access arrangements, and closures. Coordinate with utility companies for removal/relocation of facilities that conflict with proposed designs.
- You will interpret construction documents with contractors. Authorize design changes/extra work. Negotiate claims, disputes, and payment with contractors and ensures holdbacks. Review and monitor contractor work schedules and budgets, arranges purchase orders, and approves payments.
- You will visit construction sites to assess quality of work progress, and compliance with legal contract and health and safety legislation. Arrange for material and equipment testing inspections. Establish deficiency lists, releases holdbacks, conducts final inspections, and issues completion certificates. Accept

completed contract work on behalf of the Region.

- You will prepare budget estimates and forecasts for the 10-year capital program (e.g., estimated costs for consultants, testing, inspection, construction contractors).
- Performs related duties, as required.

### **Apply Your Experience at the Region of Waterloo:**

- Knowledge of civil engineering, engineering methods/administration, contract administration and law, and budget preparation/monitoring normally acquired through a diploma in civil engineering technology, plus progressively responsible related experience in a project management environment.
- Membership/eligibility for membership in the Ontario Association of Certified Engineering Technicians and Technologists, at the Technologist level.
- Knowledge of and ability to comply with policies, procedures, practices, collective agreements, related guidelines, contract laws, and legislation (e.g., health and safety, construction, water, environmental protection act, environmental assessment).
- Analytical, problem solving, and continuous improvement skills to work independently on concurrent projects; review decisions/problems with Regional/political sensitivity with management; explore project alternatives individually or as part of a project team; make recommendations on improvements to contract standards and existing engineering standards/procedures; and ensure projects are delivered on time, on budget, and per legal contracts.
- Communication, human relations, and negotiation skills to direct and guide contractors, consultants, and staff; coordinate project requirements; respond to inquiries and conduct public drop-in centres, open houses, and formal public meetings; present to committees, area municipalities, and Councils; communicate with the public during construction to avoid conflict/claims; represent the Region's interests in contract interpretation and negotiations; and participate as an effective team member.
- Ability to read and interpret policy/procedure manuals, engineering/technical work-related journals, design specifications, contracts, reports, legal documents, and correspondence. Ability to write clear, enforceable project correspondence, reports, contracts, and agreements.
- Computer skills with ability to use software such as Microsoft Office, computer programming/ computer aided design software.
- Ability to adjust hours to attend public consultation meetings.
- Ability to travel within Waterloo Region.
- Ability to support and demonstrate the Region's values.

### **Additional Information:**

### **Compensation:**

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$94,967.60 - \$118,718.60 per annum (Grade 7 on the Management & Management Support wage scale).

Consideration will be given to candidates that are not fully qualified when no fully qualified applicants can be identified.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage, and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.