

Project Manager, Construction- Engineering Services

Reference #J0223-0515

Non-Union, Regular Full-Time

\$97,715.80 - \$122,140.22 per year

35 hours per week

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQ+ communities, to apply.

Position Summary

The Project Manager - Construction, Engineering Services, is responsible for a range of duties and projects that support the capital maintenance requirements of the City's Core road and structure assets through capital prioritization and planning. This position focuses on leading capital projects to construct, rehabilitate and improve road infrastructure in the City's right-of-ways. The position will review and direct the work of staff and consultants and oversee the planning, implementation and tracking of capital projects for the Engineering Services department and Transportation & Public Works group.

This position analyzes the feasibility of and makes recommendations for the scope of capital maintenance projects, and leads the implementation of changes to new infrastructure projects. This position manages the design and implementation of infrastructure projects consistent with strategic plans for the Transportation & Public Works group and other city departments and in support of the City's Official Plan, Kingston Transportation Master Plan (KTMP), and Active Transportation Master Plan (ATMP) and Council's priorities.

The position acts as a subject matter expert in matters pertaining to the City's capital maintenance programs. This position will also act as Contract administrator, liaison, negotiator, and facilitator throughout construction projects supported by inspection and coordination staff. This position will also

assist with the development of engineering standards for integration into construction procurement packages.

This position is accountable for identifying, prioritizing and addressing operational opportunities to optimize existing and grant funding to manage the core road and structure assets. This includes creation and implementation of preventative maintenance programs.

The successful candidate for this role will demonstrate the following key competencies:

Demonstrate initiative and effective planning and organizational skills to manage and monitor the full cycle of assigned projects;

Able to collect, compile, analyze and present data to key stakeholders;

Apply sound project management practices and methods during the entire project lifecycle including research, design, implementation and public engagement

Demonstrate strategic thinking and sound judgement to prioritize and organize project phases in line with Council and department priorities and work plan;

Strong communication skills; able to actively listen, seek to understand others, and share own viewpoint respectfully and succinctly

Collaborate and build connections with others in a respectful way that creates effective working relationships

Remain open and adaptable to new and different ways of doing things; asks questions and suggests solutions to improve and innovate services and processes; remains focused in the face of change; adjusts effectively to new work structures, people, processes and requirements

Key Duties & Responsibilities

- Leads in the development of capital maintenance construction and other specific strategic projects:
 - Apply sound project management practices and methods during the entire project lifecycle including research, design, implementation, public engagement, measurement, and follow up as well as using effective documentation and technology to manage the project and communicate progress for capital maintenance projects
 - Act as the liaison, negotiator, and facilitator throughout projects, working in tandem with other City departments and in alignment with various city and/or community plans and strategies
 - Completing procurement documents and specifications
 - Performing quality control reviews to external project packages for both technical appropriateness and constructability
 - Prepare various project reports, communications, and budget reports
- Oversee the management of the City's Structure inventory:
 - Ensuring that the regulatory inspection requirements are met through OSIMS inspections or other requirements as needed

- Apply sound project management practices and methods during the project lifecycle including research, design, implementation, public engagement, measurement, and follow up as well as using effective documentation and technology to manage the project and communicate progress for structure rehabilitation and maintenance projects
- Act as the liaison, negotiator, and facilitator throughout projects, working in tandem with other City departments and in alignment with various city and/or community plans and strategies
- Facilitate Delivery of Capital Construction Projects:
 - Act as Contract Administrator, liaison, negotiator, and facilitator throughout construction projects supported by inspection and or coordination staff
 - Responsible for the collection and management of construction data and as-built information
- Develop and implement technical training material, inform employees of, and enforce departmental procedures including the facilitation of implementation and acceptance of change within the workplace
- Provides technical engineering support to internal City and Utilities Kingston departments as required
- Other duties as assigned

Qualifications, Competencies

- Degree/diploma in Civil Engineering or related field
- Eligible for membership in PEO (Professional Engineers Ontario)
- Professional Engineer, licensed in the Province of Ontario preferred
- 3 years of practical related experience in municipal infrastructure planning, design and construction, including familiarity with the Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC) Guidelines and other guidelines and standards for municipal infrastructure design and construction
- 2 years' experience with regulations, legislation governing construction in Ontario with familiarity with the various OPS and/or CCDC contracts, experience in the public sector or comparable multi-stakeholder environment
- Must demonstrate corporate competencies: Customer-Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

- Intimate knowledge and experience with OPSS and NSM construction specifications
- Intimate knowledge and experience with contract administration of CCDC and OPSS contracts
- Working knowledge of survey technologies, equipment, and processes.
- Working knowledge of TAC standards.
- Working knowledge of TAC, Roadside Safety, and other transportation design/guide standards preferred
- Strong project management skills with the ability to prioritize and adapt to changing conditions and tight deadlines.
- Ability to work outside regular business hours as needed

- Valid class “G” Ontario driver’s license; travel required within the City of Kingston frequently.
- Ability to work in both typical office environment and on construction sites to support and oversee infrastructure projects, liaise with contractors, agencies, stakeholders, etc. and manage contracts and deliverables.
- Required to obtain and maintain a satisfactory criminal record check (with vulnerable sector search)

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We’re happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)