

Employment Opportunity

POSITION: **Manager of Capital Projects**
CATEGORY: Permanent Full-Time, 35 hours a week
WAGE: Pay Band 14 (\$99,784 to \$116,734/year)

Applications are now being accepted for the permanent full-time position of Manager of Capital Projects.

Deadline for applications: 28 November 2025, 3:00 pm

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

Job overview

Reporting to the Director of Infrastructure and Development, the Manager of Capital Projects will ensure the successful planning, coordination, and delivery of the Municipality's capital infrastructure and development projects.

This position provides guidance and technical expertise in the design, construction, and management of municipal infrastructure, including roads, bridges, water and wastewater systems, stormwater infrastructure, and municipal facilities. The Manager oversees all aspects of project management — from concept to completion — ensuring that projects are completed on time, on budget, and in accordance with municipal standards and regulatory requirements.

This position plays a key role in supporting long-term infrastructure planning, asset management, and the Municipality's capital works program.

Major Responsibilities

Capital Project Management

- Plan, coordinate, and manage all municipal capital projects from design through construction and commissioning.
- Develop project scopes, schedules, budgets, and performance measures for infrastructure and development initiatives.
- Coordinate with consultants, contractors, and utility agencies to ensure successful project delivery.
- Conduct site inspections and monitor progress to ensure compliance with approved plans, specifications, and health and safety requirements.
- Prepare reports and updates for the Director, CAO, and Council as required.

Tendering, Procurement, and Contract Administration

- Prepare detailed tender documents, Requests for Proposals (RFPs), and Requests for Quotations (RFQs) in accordance with municipal procurement policies.
- Administer construction contracts, including progress payments, change orders, and final close-out documentation.
- Evaluate bids, assist in vendor selection, and ensure fair and transparent procurement processes.
- Maintain accurate records of all capital projects and related expenditures.

Development Review and Coordination

- Coordinate technical review of development applications, site plans, and engineering submissions to ensure compliance with municipal standards and infrastructure capacity.
- Provide engineering input and recommendations during the development review process in collaboration with the Planning Department.
- Ensure that servicing agreements, subdivision approvals, and development conditions are implemented and inspected for compliance.
- Liaise with developers, consultants, and residents to facilitate clear communication throughout the development process.

Financial and Administrative Management

- Assist the Director in preparing the annual capital and operating budgets for infrastructure and development.
- Monitor expenditures and ensure projects are delivered within approved budgets.
- Prepare technical reports, presentations, and recommendations for Council and committees.
- Maintain asset management records and contribute to long-term capital planning.

Leadership and Collaboration

- Communicate and collaborate with staff, contractors, and consultants involved in infrastructure and development projects.
- Foster a supportive, safe, and effective work environment.
- Support continuous improvement through innovation, training, and process optimization.
- Collaborate with other departments to ensure coordinated service delivery across the Municipality.

Our ideal candidate

- Post-secondary education in Engineering or related field.
- Preferred candidate will be a Certified Engineering Technologist (CET)
- Minimum five years of progressive experience in municipal infrastructure and project management, preferably in a municipal or public sector environment.
- Proven experience managing capital works, construction contracts, and public sector tenders.
- Technical knowledge of the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Environmental Protection Act, Occupational Health & Safety Act and other applicable legislation considered an asset.
- In-depth knowledge of infrastructure design, construction and maintenance.
- Strong knowledge of procurement processes, contract law, and project management principles.
- Excellent organizational, analytical, and communication skills.
- Demonstrated ability to lead teams and manage multiple projects simultaneously.
- Proficiency with engineering software, GIS, AutoCAD, and Microsoft Office applications.
- Valid Ontario Class “G” driver’s license and clean driver’s abstract.

Core Competencies

- **Project Management:** Plans, coordinates, and delivers infrastructure projects efficiently and effectively.
- **Technical Expertise:** Applies sound engineering and regulatory knowledge to solve complex problems.
- **Financial and Contract Management:** Oversees budgets, tenders, and contracts with accountability and attention to detail.
- **Strategic Thinking:** Aligns project planning with long-term municipal goals and asset management strategies.

- **Collaboration and Communication:** Works effectively with internal departments, consultants, contractors, and the public.
- **Customer Service Orientation:** Responds promptly and professionally to inquiries, concerns, and service needs.
- **Integrity and Accountability:** Demonstrates ethical conduct, transparency, and commitment to quality service.

Physical demands and working conditions

- Working conditions are primarily in an office location with frequent travel to municipal facilities and construction/development/infrastructure projects.
- Ability to attend evening Council and committee meetings as required.
- Satisfactory police check.

For more information about West Grey, visit: <https://www.westgrey.com/municipal-government/careers/>

Join the Team!

Interested individuals having these qualifications are encouraged to email a cover letter and resume to: hr@westgrey.com

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.