

## Job Opportunity

The Corporation of the Town of Orangeville  
invites applications for the position of

### **Project Manager – Stormwater Infrastructure Services Department**

(Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has a full-time opportunity available for the position of Project Manager – Stormwater. This position will lead the delivery of all Stormwater and watercourse Capital projects for the Town including the overall Town stormwater system, stormwater management facility re-habilitations, watercourse remediations and channel retrofits.

#### Job Duties:

- Leading the delivery of complex capital projects for the Town; Preparing procurement documents in accordance with the Town's Purchasing policies; Managing consultants to ensuring projects are delivered on schedule; Obtaining and ensuring that all necessary approvals are in place, and that all work is in conformance with applicable legislation, laws and bylaws; Completing a project close out document and providing a summary of the project, process, successes, and lessons learned.
- Developing, maintaining and implementing project charters to identify key elements of the project including internal and external supports, budget, procurement strategy for consulting services; Procurement strategy for construction/close out, and a GANTT chart outlining key tasks and schedule

- Preparing and updating budgets for review by the Manager, Capital Works and General Manager, Infrastructure Services; Recommending strategies to increase project management maturity within the Infrastructure Services Department
- Other duties as assigned.

Qualifications:

- College Diploma in Civil Engineering Technology or related discipline.
- Certified Engineering Technologist (CET) designation or the eligibility to obtain the same
- Minimum seven (7) years of experience leading and delivering large complex infrastructure projects.
- P. Eng. Designation and PMP designation with the Project Management Institute (P.M.I.) are considered an asset.
- Valid Ontario Class G drivers' licence with a good driving record.
- Strong technical engineering background; Excellent communication skills, both verbal and written
- Ability to review and fully understand engineering drawings and documents, and to revise as required or provide value added comments.
- Strong computer skills and experience with the standard MS Office Suite as well as design software such as AutoCAD.

**Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.**

**Salary Range:** \$105,763.11 to \$123,727.88, Band 12 on the Town's 2025 Salary Pay Grid, plus a comprehensive benefits package.

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, January 10, 2025**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please note, the Town Hall will be closed at 12 p.m. on December 24, 2024, and will be reopening January 2, 2025. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville,

you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.