



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3612-007

CALL NO. 24-3663

Job Designation:	Project Leader – Works Contracted Services
Department:	Roads and Works
Job Details:	Permanent Full Time (CUPE 1329)
Salary Range:	\$88,556 - \$107,986
Pay Grade:	312
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on May 15, 2024 .

Reporting to the Supervisor, Works Contracted Services, the Project Leader – Works Contracted Services is responsible for administering and managing assigned projects from initiation to construction completion which involves: public meetings, design, tender preparation, approvals and construction administration for any combination of operational, transportation, and municipal infrastructure projects. The incumbent will also provide technical guidance to other Departments across the Corporation.

Job Responsibilities:

- Plan, develop and manage all processes related to delivering design, operations and construction projects, and completed Class Environmental Assessments.
- Assign work, mentor and supervise in-house and contract technical support staff on design, operations and construction projects.
- Responsible for cost control, operational and capital expenditures and scheduling for the delivery of construction projects, consultant services and various engineering studies.
- Assess projects for compliance with Municipal Class EA.
- Define property needs and arrange for and participate in land negotiations.
- Assist in negotiating cost sharing arrangements with third parties.
- Responsible for arranging and coordinating pre-engineering activities (geo-technical investigations, tree audits, safety audits), pre-construction services (tree pruning, condition surveys, etc.) and utility relocations.
- Co-ordinate, review and recommend approval of final contract drawings and prepare documents for tendering purposes.
- Research, prepare and present reports to Council and/or Committee of Council for various projects .
- Research and prepare terms of reference for retention of consultant services, including evaluating proposals, reviewing and negotiating work plans and budgets and recommending award of services.
- Establish project schedules and prepare notification / media releases for various projects and programs.
- Investigate, research and establish alternative engineering designs, construction methods, products and equipment to suit unique conditions on various projects.
- Establish appropriate design criteria for infrastructure improvement/construction projects.
- Ensure work complies with approved standards and policies and applies sound engineering practice, principles and ingenuity in order to achieve an economical, safe and aesthetically pleasing end product.
- Prepare submissions for approval by external agencies (e.g. Ministry of Transportation, Ministry of Environment Conservation and Parks, Ministry of Natural Resources, Department of Fisheries and Oceans and the local Conservation Authority) and responds to inquiries on same.
- Report and present various projects and programs to the public, Council, and external agencies.
- Issue written direction/orders to contractor regarding contract related matters.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Review and accept/reject (with reason) Contractor requests for alternate materials, construction procedures and sub-contractors.
- Review construction, identify deficiencies, coordinate rectification and recommend acceptance of final construction.
- Checks and signs off monthly payments to the contractor and ensures the retainment of proper holdbacks, in accordance with the Construction Lien Act.
- Enforce contract penalties and liquidated damages as per requirements of the contract documents.
- Review and monitor the contractor's work schedule, financial progress and project budget and advises Manager of expected over-runs or surpluses as deemed necessary.
- Review and resolve field inquiries from public and/or Construction Inspectors to clarify project details and requirements.
- Authorize design changes or extra work within specified limits as necessary.
- Negotiate additional/extra work and defend contract claims for extra where work was provided for or inferred in the contract.
- Assist Infrastructure & Asset Management Planning Section to define the work scope and preliminary designs for projects in the ten-year capital plan or assist other Departments in the development of same.
- Perform other duties as assigned.

Qualifications:

- At a minimum, the successful candidate will be a graduate of a three (3) year Civil Engineering Technology Program with a Certified Engineering Technologist (CET) designation from OACETT and at least 7 years of related progressive experience in design, construction administration and project management.
- This position requires experience in the municipal construction industry, in particular:
 - Experience with detailed engineering design
 - Operational and construction methods and procedures
 - Contract Administration
 - Contract Law
 - Budget Preparation
 - Project management and monitoring
 - Contract negotiation
 - Municipal protocol/processes
- Project and/or Contract Management certificates/courses would be an asset.
- Municipal experience would be an asset.
- Demonstrated experience in successfully leading projects and teams through engineering design/approvals and construction including financial monitoring.
- Excellent communication skills (written and oral) for making presentations to large groups, directing and guiding contractors, consultants and staff, responding to inquiries of the media and public.
- Proficient time management skills and flexibility in adjusting between a variety of duties.
- Ability to work with minimal supervision and as part of a team.
- Strong report writing capabilities to generate complete reports and matters for Council consideration.
- Proficient computer skills with emphasis on applications such as AutoCAD and third party design software, Excel, Word, Database applications and GIS.
- Extensive knowledge of Ontario Provincial Standard Drawings and Specifications.
- Knowledge of Occupational Health and Safety Act, TAC Manual of Uniform Traffic Control Devices, Ontario Traffic Manual Book 7 –Book 15 and others, Construction Act, Environmental Protection Act, Contract Law and other relevant legislation.
- Knowledge of analysis/design/construction/approval matters related Municipal operational and infrastructure works.
- The successful candidate will be required to supply their own personal vehicle for performing job duties/corporate business.

DATED: April 26, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer