## **Senior Municipal Project Manager - ROADS**

## **Reports To:**

## Municipal Manager

## **Job Overview**

The Senior Municipal Project Manager - Roads will be responsible for the overall leadership and management of municipal road projects of our civil engineering team, from inception through to completion. This role requires strong leadership abilities, technical expertise in municipal management, and the capability to manage complex projects while ensuring adherence to project objectives, budgets, and timelines.

The Senior Municipal Project Manager - Roads actively leads, directs, and manages municipal road projects with a forward thinking, solutions-based mindset daily to ensure customer and project team success.

## **Responsibilities and Duties**

**Strategic Leadership and Project Management:**

* **Direct and Manage Projects:** Provide overall direction and leadership for municipal road projects, ensuring comprehensive planning, scheduling, and execution from conception to completion.
* **Budget and Resource Management:** Obtain and manage customer schedules and budgets, structuring team efforts to ensure compliance with contracted fees, schedules, and hourly targets. Oversee project budgets, control expenditures, and monitor progress for efficient resource use and timely delivery.
* **Client Relations and Decision Making:** Serve as the primary point of contact for clients, soliciting and obtaining approval from our clients, making final decisions on project scope and pursuing additional work as necessary to meet all project requirements, goals objectives and client expectations.
* **Business Development:** Identify and secure new business opportunities with new or existing clients, maintain strong client relationships, and actively participate in industry and community organizations.

**Technical Oversight and Quality Assurance:**

* **Technical Leadership:** Lead technical reviews, ensuring compliance with industry standards and regulations, and making recommendations for improvements.
* **Quality Management:** Oversee conformance to the firm’s quality management system, ensuring high standards in deliverables and customer service.
* **Construction Administration:** Coordinate and review construction documents, budgets, and estimates, and ensure timely project closeout and compliance with internal procedures.
* **Subconsultant Coordination:** Manage subconsultants on a project-specific basis, ensuring their work aligns with project goals and quality standards.

**Team Leadership and Development:**

* **Team Leadership:** Assist in providing direction and mentorship to project management and technical staff, including both junior and senior team members, fostering a motivational and professional environment.
* **Team Forecasting:** Assist with staff forecasting and planning activities, including interviewing, hiring, and training new staff.
* **Performance Evaluation:** Assign work, appraise performance, and support professional development through assisting with or leading performance reviews and feedback, making recommendations for training and development.
* **Organizational Development:** Develop and implement procedures and controls to support project management excellence and team efficiency.

**Policy and Financial Oversight:**

* **Policy Development and Regulatory Compliance:** Stay current on regulatory policies and rule changes, establish working relationships with regulatory officials, and develop and implement departmental policies aligned with company objectives and industry best practices.
* **Financial Oversight and Control:** Administer project budgets, ensuring responsible financial decisions and accountability for project expenditures. Monitor project financials and team hours to ensure time and budget efficiency, holding project staff accountable for adhering to budgetary and scheduling requirements.

**Cross-functional Collaboration:**

* **Inter-department Coordination:** Oversee the coordination of project activities with other departments, ensuring seamless integration of services and expertise.
* **Stakeholder Management:** Effectively communicate with internal and external stakeholders to ensure transparency and collaboration throughout the project lifecycle.

**Additional Responsibilities:**

* Assist with various tasks and projects as assigned by supervisors or senior team members to support the overall success of the team and company objectives.
* Demonstrate a strong commitment to our company values of quality, client focus, teamwork, sustainability, and community, integrating these principles into daily work practices and interactions with colleagues, clients, and stakeholders.

## **Qualifications**

* Educational Background:
  + Bachelor’s degree or college diploma in civil engineering or a related field.
  + Professional designation as a P.Eng. (Professional Engineer) or C.E.T. (Certified Engineering Technologist) in Ontario. Professional certification such as PMP (Project Management Professional) would be advantageous.
* Experience:
  + Over 10 years of progressively responsible experience in municipal project management, demonstrating a successful track record in managing diverse projects of varying sizes and complexities within a consulting engineering or municipal environment.
* Technical and Project Management Skills:
  + Extensive experience in local and arterial roadway design, stormwater management, environmental assessments, and report writing.
  + Proven proficiency in project management software and municipal management tools.
  + Strong understanding of project budgeting, financial control, and resource management.
* Leadership and Team Management:
  + Excellent leadership skills with the ability to lead, mentor, and develop high-performing project teams.
  + Demonstrated ability to manage and coordinate multidisciplinary professionals typically involved in project teams.
* Client and Business Development:
  + Demonstrated ability in client relations, project management, and business development with a focus on delivering project excellence.
  + Strong strategic planning and decision-making skills aimed at achieving long-term goals and organizational growth.
* Communication and Interpersonal Skills:
  + Exceptional verbal and written communication skills, capable of engaging effectively with clients, stakeholders, and team members.
  + Excellent interpersonal skills, facilitating productive interactions and collaboration.
* Problem-Solving and Decision-Making:
  + Ability to analyze complex municipal issues, develop innovative solutions, and make informed decisions.
  + Demonstrated resourcefulness and ingenuity in addressing project challenges.
* Organizational Skills:
  + Strong organizational abilities, capable of prioritizing tasks, managing multiple projects simultaneously, and meeting tight deadlines.

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