



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3616-001

CALL NO. 25-4155

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| <b>Job Designation:</b> | Senior Project Engineer - Capital Projects   |
| <b>Department:</b>      | Transportation and Engineering   |
| <b>Job Details:</b>     | Permanent Full Time (CUPE 1329)  |
| <b>Salary Range:</b>    | \$103,516 - \$126,209  |
| <b>Pay Grade:</b>       | 314  |
| <b>Closing Date:</b>    | Applications for this position must be received at <a href="https://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>June 23, 2025</b> . |

### **We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager, Design and Construction, the Senior Project Engineer – Capital Projects is responsible for deliver large complex multi-discipline projects and capital works programs as well as providing guidance and direction to Transportation & Engineering project and technical staff. Work includes projects from initiation to construction completion which includes public meetings, environmental assessments, design, approvals and construction for any combination of transportation and municipal infrastructure projects such as bridge related work, major road reconstructions, etc. This position will also provide technical guidance to other Departments across the Corporation, implement process improvements and provide evidence at hearings as required.

### **Job Responsibilities:**

- Plan, organize and manage all processes related to delivering completed Class Environmental Assessments, design and construction projects.
- Assign work, mentor and supervise in-house and contract technical support staff on design and construction projects.
- Responsible for cost control, Capital expenditures and scheduling for the delivery of construction projects, consultant services and various engineering studies.
- Assess projects for compliance with Municipal Class EA and as necessary - arrange for and co-ordinate all advanced planning activities associated with completing Class Environmental Assessments.
- Define property needs and arrange for and participate in land negotiations leading to acquisition.
- 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 documents for tendering purposes.
- Research, prepare and present reports to Council and/or Committee of Council for Capital projects and Class Environmental Assessments and Engineering Studies.

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

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- 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 Capital Projects and Programs
- Investigate, research and establish alternative engineering designs, construction methods, products and equipment to suit unique conditions on Capital 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.
- Issue written direction/orders to contractor regarding contract related matters.
- 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.
- 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 with annual capital budget planning.
- Investigate, research and establish alternative engineering design, construction methods, products and equipment to suit unique conditions on Capital projects.
- Arrange for, co-ordinate and evaluate all pre-engineering project activities such as: field surveys; geotechnical investigations; pavement and traffic analysis; relocation of existing utilities; etc.
- Perform site visits.
- Develop and implement quality management programs for projects and services to reduce the occurrence of errors and/or omissions in the design and construction of projects.
- Assist with recruiting / hiring of students.
- Perform other duties as assigned.

### **Qualifications:**

- At a minimum, the successful candidate will be a graduate of a four (4) year degree in Civil Engineering with a Professional Engineer designation and at least 10 years of related progressive experience in structural engineering, design, construction administration and project management.
- Project and/or Contract Management certificates/courses would be an asset.
- Knowledge of Canadian Highway Bridge Design Code and MTO guidelines and procedures

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- Municipal experience would be an asset.
- Demonstrated experience in successfully leading projects and teams through Environmental Assessments, 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 to water resources works including shoreline works, stream restoration works, stormwater pond cleanouts, etc.
- The successful candidate will be required to supply their own personal vehicle for performing job duties/corporate business.

**DATED:** [June 6, 2025](#)

*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 for each of the testing and interview components of the recruitment process is 75%.*

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

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3