



Project Manager ECS

Toronto, ON

This 20-month temporary, full-time position within our Engineering & Construction Services Division would be a great opportunity for a results-oriented leader of people and projects, with proven success in delivering large-scale stream restoration and rehabilitation initiatives.

As a Project Manager ECS, you will provide project management and technical expertise in the area of fluvial geomorphology, to deliver and support Engineering & Construction Services core businesses, including the Capital Works Program. Your focus will be on promoting best practices, the optimal use of new technologies and continuous improvement, while ensuring the quality, efficiency and effectiveness of services delivered within our complex multi-stakeholder environment.

MAJOR RESPONSIBILITIES

Your primary responsibilities as a Project Manager will be varied, but you'll be expected to:

- Implement detailed plans and recommend policies/procedures regarding program-specific requirements.
- Provide input into, and administer, assigned budgets, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Manage, and provide leadership for, assigned projects from inception to completion, assessing funding, schedule, and scope requirements, developing Terms of Reference, fully defining project deliverables and managing change conditions.
- Ensure effective teamwork, communication, high standards of work quality, organizational performance, documentation and continuous learning.
- Assist with, and conduct, research, ensuring that best practices, developments within the field, corporate policies, legislation and initiatives by other levels of government are taken into account.
- Oversee and evaluate the work performance of external service providers with respect to quality, timeline, cost and completion of required tasks.
- Finalize contract payments, implement quality control/quality assurance, and ensure project expenditures are controlled and maintained within approved budgets.
- Prepare estimates to assist in the preparation of the capital budget.
- Lead project teams and supervise/direct project team members, consultants and contractors.
- Provide specialized design services, technical advice and expertise to support the units of the Division/Cluster/Corporation.
- Modify established guidelines, standards and processes, devise new approaches, apply existing criteria in innovative ways and draw conclusions from comparative situations.
- Identify, evaluate, and provide technical expertise and recommendations for the resolution of issues with assigned projects.
- Ensure compliance within guidelines by acting as a signing authority.
- Participate at meetings with the public, stakeholders and councillors.
- Act as a technical specialist at project and organizational meetings with planners, administrators, contractors and other external service providers, as well as at hearings, court proceedings, grievances and arbitrations and other tribunals.
- Review drawings, purchasing documents and specifications prepared by staff, contractors and consultants.
- Assist with the preparation of Committee and Council reports, presentations, purchasing documents, contract plans, specifications and estimates.
- Evaluate proposals and/or bids and make recommendations for award of contracts.
- Secure permits and approvals, as required, from external agencies and internal departments.

- Maintain relationships with councillors, the public, consultants, government agencies, developers, suppliers and contractors relative to the position's responsibilities.
- Analyze business processes and related data to enable continuous improvement and control measures for quality, efficiency and effectiveness of services, and formulate recommendations.
- Review and analyze new technologies and best practices for utilization in existing or future service requirements.
- Ensure the proper maintenance of all required documentation and produce, or supervise the production of, such documents.
- Perform site inspections and condition assessments for construction projects.
- Participate in studies, analyses, surveys, and research, and help develop effective solutions for complex problems while controlling measures for quality, efficiency and effectiveness of services.
- Establish and maintain linkages to other units in the City to co-ordinate input and ensure effective partnerships.
- Promote standardization relating to project administration, documentation, processes and technical design.
- Ensure excellent customer service is provided to both internal and external clients.

KEY QUALIFICATIONS

Your application for the role of **Project Manager ECS** must describe your qualifications as they relate to:

1. Post-secondary education in a relevant discipline such as applied Fluvial Geomorphology, River Engineering, Physical Geography, or Geology, or an equivalent combination of education and experience.
2. Considerable project management experience in undertaking and leading large-scale stream restoration & rehabilitation.
3. Experience with channel design, restoration, and rehabilitation, including studies (concept development), detailed design, construction implementation & monitoring.
4. Knowledge of channel processes, functions, hydraulics and mechanics at the various scales of channel form, and from the site-specific to drainage network scales.
5. Knowledge of permits and approvals pertaining to streams and valleys.
6. Ability to read, interpret, and report on engineering plans, drawings, technical memos, reports and specifications, in a timely manner.
7. Proficiency using general computer software (e.g., Microsoft Office) and applications of specialized software (e.g., GIS, AutoCAD, Total Station).
8. Knowledge of legislation related to stormwater and other applicable legislation, including the Occupational Health and Safety Act.
9. Ability to communicate effectively both verbally and in writing at all organizational levels.
10. Excellent interpersonal skills with the ability to establish effective working relationships with a variety of stakeholders, while ensuring the delivery of high-quality customer service.
11. Possession of a valid Province of Ontario Class "G" Driver's Licence and access to a vehicle to travel to various work locations and construction sites in a timely manner.
12. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

Salary Range: \$87,887.80 - \$103,248.60 per year (2018 rates)

Work for the City you Love

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as a Project Manager **ECS** within our Engineering & Construction Services Division.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2320613 X**, by **March 12, 2019**.

Equity, Diversity and Inclusion:

The City of Toronto is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at applaccomodation@toronto.ca, quoting job ID #2320613 X and the job title. The City is committed to providing Code-protected accommodation throughout its hiring process. Please visit [Hiring Policies and Statements](#) for further details.