

Senior Project Manager (Job # 2025-060-IE)

Department:	Engineering & Public Works
Status:	Full Time, Temporary (Up to 24 Months)
Date Posted:	May 28, 2025
Date Closing:	June 11, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$110,299 - \$134,196 per year
Flexible Working Arrangements:	Yes
Vacancy Reason:	New position

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Join a dynamic and collaborative team where your work directly contributes to impactful community projects, including the exciting Fire Station 5-2 initiative in partnership with York Region. In this hands-on role, you'll be empowered to take ownership of key facilities projects, working closely with internal departments like Community Services, Planning, Finance, and Communications, as well as external consultants and government agencies. We value open communication, mutual respect, and innovation, and we're looking for a proactive, solution-oriented professional who excels at building strong relationships and driving projects forward.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Manager, Capital Projects, the Senior Project Manager is responsible for providing the overall management and delivery of complex, multi-million dollar (+\$2.0 million) municipal building and facility construction projects. These may include community centers, fire halls, libraries, arenas, administrative offices, and other civic buildings. The Senior Project Manager provides project management, contract administration, technical and engineering expertise during all phases of a project including feasibility studies, planning, approvals, design, construction, commissioning, occupancy, and close-out. The Senior Project Manager reviews and directs the work of staff and engineering/architectural consultants and engages consultants/contractors.

Key duties include leading a multidisciplinary team through the design and construction of new building and facility renovations; ensuring a high level of consultation with internal departments, the public and Council. The Senior Project Manager ensures adherence with project schedules, budgets and quality and functionality requirements; managing the procurement process for tenders and proposals; contributing strategic decision making to the asset management program and the capital project budget process to ensure fiscal responsibility and to maximize facility life; and ensuring that internal and external approvals are in place for all projects including preparation of Council reports and attending Council/Committee meetings as necessary.

The position is also responsible for mentoring junior team members and modeling professional, corporate and Character Community values.

Qualifications and Requirements:

- Four-year University Degree in Civil Engineering, Architecture, or 3-year community college Engineering/Architectural Technologist diploma with additional design and contract administration experience. Project Management Professional (PMP) designation an asset.
- Minimum 7-10 years of project management experience.
- Current membership in the Professional Engineers' Association of Ontario (PEO) with a license to practice as a Professional Engineer (P.Eng.) preferred. Applicants holding a Certified Engineering Technologist (CET) designation with relevant experience may be considered.
- Extensive experience applying the principles of engineering and/or architecture related to building and facility construction with demonstrated project management experience in the planning and delivery of complex, multimillion-dollar municipal capital projects.
- Thorough working knowledge of facility construction practices, applicable legislation, regulations and building codes; working knowledge of local government functions and responsibilities.
- Extensive experience with the tendering process, contract administration and contract law.
- Contract management skills with proven ability to effectively manage external consultants and contractors.
- Excellent written and verbal communication, interpersonal, negotiation and relationship building skills, with ability to communicate courteously and effectively with elected and appointed officials, other levels of government, the general public/residents, contractors, and other departmental/corporate contacts.
- Excellent analytical, problem solving, research, organizational, project/time management and negotiation skills.
- Excellent skills in report writing and other forms of written communication.
- Extensive experience applying Asset Management principles, preparation of short and long-term budgets, and familiarity with standard municipal accounting practices and project funding models.
- Ability to align Capital Projects Division services with departmental and corporate goals/objectives, with ability to foster corporate thinking and a positive/enthusiastic customer-service approach among staff. Continuous quality improvement orientation.
- Attention to detail and ability to prepare, administer and control costing and capital budgets.
- Proficiency using standard software packages (Microsoft Office, financial reporting software) and familiarity with AutoCAD, GIS, Corporate Asset Management Systems and Financial systems.
- Familiarity with building condition assessment tools and facility lifecycle management software.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Flexibility/availability to work outside scheduled hours /or respond to "after hours" emergencies as may be required.

How to apply:

Please forward your resume in confidence by **June 11, 2025, at 4:00 p.m.**, identifying **Job # 2025-060-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.