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City of Kingston

Project Manager, Construction (Transportation Services)

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webhelp.njoyn@cgi.com or 1-877-427-7717.

Job Title:	Project Manager, Construction (Transportation Services)	Job Number:	J0219-0462
Job Category:	Project Management	Job Code:	NU393
Bargaining Unit:	Non-Union	Department:	Transportation Services
Employment Type:	New	Job Type:	Full Time
Salary:	\$87,877.00 - \$109,855.00/Year	Number of Positions:	1
Closing Date:	March 15, 2019	Date Posted:	February 21, 2019

Opening Statement

Kingston's vision of being a smart, livable 21st century city is fast becoming reality. History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy drive from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

Position Summary

The Project Manager, Construction (Transportation Services) provides expertise and leadership for coordinating all aspects of the design and construction of large scale projects. The Project Manager reviews and directs the work of staff and consultants and oversees the planning, design, implementation, and tracking of specific strategic projects for the divisions of the Transportation Services department. The Project Manager will be assigned as needed to the various divisions within the department. The role will initially focus on parking assets including the construction and maintenance of multi-level structures and surface lots and will expand to include other transportation related projects within the department.

RESPONSIBILITIES:

PLANNING - Demonstrate initiative and effective planning and organizational skills to manage and monitor the full cycle of assigned large scale Transportation Services project(s). Plan and ensure compliance with related policies and legislation. Continually analyze spending to ensure effective use of resources, ensuring the most efficient ways of completing work are investigated. Demonstrate sound knowledge of various budgets and funding sources and ensure optimal utilization.

PROJECT MANAGEMENT - Apply sound project management practices and methods during the entire project lifecycle including research, design, implementation, public engagement, measurement, and follow up as well as using effective documentation and technology to manage the project and communicate progress. Demonstrate strategic thinking and sound judgment to prioritize and organize various project phases in line with Council and department priorities/work plans and risk analysis. Develop related project schedules, charters, work breakdowns, and communication tools to assist with public engagement and change management. Prepare various project reports, communications, and budget reports. Manage from the feasibility stage through to the development, design, documentation, tendering, contract award, construction, and commissioning phases of projects. Provide direction to consultants in regards to project scheduling, monitoring critical paths, developing strategies and project charters to ensure success.

SERVICE DELIVERY - Assist in policy and program development, asset management, and the development of technical standards. Review proposals, plans and research to provide comments and recommend opportunities. Collect, compile, analyze, and present data to key stakeholders. Develop and manage contracts with various external parties. Ensure site safety, environmental standards, quality of materials and quality of workmanship meet or exceed identified standards.

COMMUNICATION - Communicate information and ideas clearly and concisely to city staff, engineers, contractors, architects and vendors. Establish strong relationships and demonstrate sound public relations skills at various stages of projects to promote, communicate, collaborate, and respond to enquiries. Act as the liaison, negotiator and facilitator, working in tandem with other City departments and in alignment with various city and/or community plans and strategies.

CUSTOMER FOCUS - Ensure the customer perspective is a driving force behind decisions and activities. Provide guidance and support to a team and communicate with clients and contractors. Facilitate or attend public, committee and council meetings as required. Promote and model City values while working in a politically sensitive environment.

RESULTS ORIENTATION - Use measurement methods to monitor progress towards goals. Responsible for preparing and managing the project plan, the project budget, scheduling, and implementation.

TEAMWORK - Provide leadership and direction to a team and delegate tasks to capitalize on employee strengths. Build and maintain effective relationships by collaborating with employees, consultants, contractors, and other partners in order to maximize efficiency.

Qualifications, Competencies

University degree in engineering or a related field;

5 years of practical related experience managing/leading multiple large projects from feasibility to completion while dealing with a diverse group of stakeholders; including 2 years' experience with regulations, legislation governing construction in Ontario with familiarity with the various CCDC contracts, experience in the public sector or comparable multi-stakeholder environment;

2 years' experience with heritage buildings, sustainable design (LEED) and accessibility planning is an asset;

Municipal government experience in a unionized environment preferred;

Hold and maintain membership in professional association (i.e. Professional Engineers of Ontario);

Required to obtain and maintain satisfactory Criminal Record Check at own expense;

Ability to work outside regular business hours as needed;

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

Skills, Abilities, Work Demands

Excellent communication skills with the ability to interact with stakeholders at all levels, internal and external to the organization;

Advanced computer skills including MS Office;

Strong project management skills with the ability to prioritize and adapt to changing conditions and tight deadlines;

Proven ability to strategically think and deliver results;

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a cross functional team;

Advanced analytical and research skills with the ability to formulate solutions to complex issues;

Strong knowledge of municipal policies, procedures, by-laws and applicable legislation and regulations.

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers Your resumé must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply, however, only those selected for further consideration will be contacted. The City of Kingston is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement. If you are an individual with a disability and you need accommodation in applying for this position, please email us at HRCity@cityofkingston.ca, quoting the Job Number and the Job Title. If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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