



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### CAPITAL PROJECT MANAGER PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Capital Project Manager is responsible for directing and managing studies and capital projects related to the Township's road, bridge, water, wastewater, storm water, and municipal buildings infrastructure, under the general guidance and direction of the Manager of Engineering within the Infrastructure Services Department.

#### Main Duties and Responsibilities

##### **Project Management**

- Provides direction to multi-disciplinary engineering consulting teams and contractors in all phases of municipal infrastructure projects, including servicing strategies, feasibility studies, municipal class environmental assessments, master plans, and design and construction for capital project implementation.
- Assists with implementing recommendations from the Township's infrastructure master plans, municipal class environmental assessments, and technical studies.
- Oversees and directs the progress of capital projects to help keep them on schedule, within scope, and within budget in accordance with Township policies, standards, and objectives outlined in the Council Strategic Plan, the Asset Management Plan, and Capital Budget.
- Reviews capital project cost estimates and budgets and advises the Manager of Engineering on workplans, schedules, and specifications.
- Prepares and presents reports to Committee of the Whole and Council on infrastructure studies and capital project related matters.
- Presents project display boards for public open houses and discusses project information with the community to gather feedback and help steer project designs in line with community input.
- Prepares written media releases, promotional signs, information handouts and website project progress updates for infrastructure studies and capital projects in conjunction with the Township's Communications Coordinator and other parties involved.
- Communicates with Utility representatives, governmental bodies, regulatory agencies, public stakeholders, and developers for the ongoing coordination of studies and capital projects.
- Oversees and evaluates the work performance of external service providers (engineering consultants and contractors) with respect to quality standards, construction specifications, project timelines and scheduled tasks, and budget.
- Prioritizes numerous and varied projects and objectives for effective time management to complete many duties simultaneously.
- Applies effective communications, interpersonal and problem solving skills to address and resolve a wide range of project and construction issues with the numerous parties involved.
- Provides recommendations for capital upgrades, operational improvements and preventative maintenance for Township infrastructure to help minimize risk to public health and safety and the environment.

- Assists in the development of the Township's 10-year capital forecast for both infrastructure renewal projects based on the Township's Asset Management Plan and the extension of new municipal infrastructure to service future development areas.

### **Construction Contract Administration**

- Meets with consultants and contractors regularly throughout the construction period to review and address construction issues.
- Performs general construction reviews on site to monitor progress and quality of the overall construction work.
- Conducts inspections and assessments of municipal infrastructure in cooperation with other divisions and departments.
- Reviews and evaluates project schedules as work progresses to help keep projects on track.
- Evaluates and approves consultant and contractor invoices and payment certificates and tracks project costs and contingency allowance expenditures to help keep projects on budget.
- Provides information on project costs and progress of the work to the financial department to assist in completing project funding reports.
- Provides regular project progress email communications to keep everyone informed of the construction progress and upcoming work.
- Communicates with members of the public, community special interest groups, and other interested parties to address their project or construction concerns through meetings, discussions and correspondence.
- Provides input and direction to consultants and contractors to address any construction issues or required changes and to evaluate the applicable costs.
- Performs final construction deficiency reviews and follows up to verify that deficiencies have been addressed.

### **Technical Studies and Design**

- Reviews geotechnical investigation reports on subsurface soil conditions.
- Assesses designs and engineering drawings throughout the design development phase and works with multi-disciplinary consulting teams to address design issues and determine optimum design solutions in accordance with Township requirements.
- Reviews technical specifications to verify that they are in accordance with regulatory requirements, including Township standards.
- Assists the consultant with obtaining approvals from regulatory agencies including the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation and the Grand River Conservation Authority.
- Coordinates with other Township departments, businesses, members of the public and community organizations to address the requirements of all interested parties in the project design.
- Prepares, reviews, and evaluates engineering studies, investigations, inspections and technical reports and assess if revisions are required and / or coordinates the implementation of design recommendations.

### **Procurement**

- Prepares Requests for Proposals for the provision of Consulting Services for studies, municipal class environmental assessments, master plans, and the design and contract administration of capital projects for municipal infrastructure.
- Reviews tender documents for revisions as needed to issue Requests for Quotations and Tender for construction services.
- Prepares Requests for Contractor Pre-qualification.
- Reviews and evaluates tender bids, consulting services proposals and costs and pre-qualification submissions and makes recommendations for contract award in conjunction with the tender evaluation committee.
- Prepares and presents reports to Council for award of contracts and study findings.
- Negotiates with property owners to purchase of land required for capital projects. Arranges for the completion of legal property survey and land value assessment, reviews draft land purchase agreements, property easements and reference plans to facilitate land purchases.

## **Infrastructure Assessment and Planning**

- Manages studies and evaluations of the condition and performance of municipal infrastructure assets and utilizes a risk-based approach to identify asset rehabilitation and replacement priorities.
- Provides oversight and responsibility for the planning, administration and implementation of field data collection programs related to the Township of Centre Wellington's municipal infrastructure and municipal drinking water resources.
- Develops, measures and records the condition and performance of municipal infrastructure, including roads, bridges, sanitary collection and treatment systems, storm water collection and management systems, municipal water supply wells, and water treatment, storage, and distribution systems.
- Provides technical advice and guidance on the overall impact of development on water resources and municipal water and wastewater infrastructure assets.
- Manages the study and evaluation of the status, evaluation, analysis and projection of the Township's future requirements of water supply and municipal infrastructure in order to provide required levels of service to the public, including the development of infrastructure life-cycle analysis and capacity analysis.
- Other duties as may be assigned.

## **Minimum Qualifications and Requirements**

- University Degree in Civil Engineering and full membership or eligibility for full membership with the Professional Engineers of Ontario. An equivalent of relevant education and experience may be considered.
- At least 5-years' experience in aspects of municipal infrastructure design and construction with a collaborative and consultative project management approach.
- Experience working for municipal clients or in a municipal setting is considered an asset.
- Experience in the preparation of technical standards, policies, and reports, and responding to external agencies and community enquiries.
- Thorough knowledge of applicable legislation, regulations and requirements related to the core functions of the position including but not limited to, Bridge Design Code, TAC/MTO Roadway Design Standards, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act (Source Water Protection), Safe Drinking Water Act and Storm Water Management BMPs.
- Advanced organizational, prioritization, interpersonal, analytical and time management skills.
- Strong written and verbal communication skills.
- Ability to prepare and give presentations with clarity and purpose.
- Demonstrated ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ArcGIS, Work Tech and Microsoft Office (Word, Excel, Power Point and Outlook).
- Mental agility required for applying technical knowledge, experience and job skills to a variety of issues, assignments and situations. Many situations present conflicting priorities. May cross traditional departmental lines.
- Eye and hand coordination with extended periods of concentration and intensity.
- Good decision making and engineering judgment is required as decisions made will affect the quality and effectiveness of road, bridge, water, wastewater and storm water projects as they relate to public health and safety, protection of the environment, level of service and regulatory compliance.
- Ability to create broad and deep working relationships that are based on co-operation and trust and to serve as the in-house resource person on best practices and procedures that span the corporation. Effectively represents the corporation while working with contractors, consulting engineers and geoscientists, and "Vendors of Record".
- A valid Ontario Class "G" Driver's License in good standing and access to a vehicle.

**Work Location:** Infrastructure Services Office (7444 Wellington County Rd 21, Elora)

**Annual Salary:** \$95,412 - \$107,325 (2026 salary range)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their

resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **March 1, at 11:59 p.m.** Please quote job posting '2026-18' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*