

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Project Manager, Capital Infrastructure

Department:	City Infrastructure
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	New
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$125,452.60/annum - \$139,066.20/annum (Non-Union Pay Grade 8)
Work Location:	Pickering Operations Centre, 1955 Clements Road, Pickering (Hybrid Remote)
Date Posted:	Friday, April 24, 2026
Deadline to Apply:	Friday, April 8, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Project Manager, Capital Infrastructure.

The incumbent is responsible for the management and delivery of municipal infrastructure projects, including the design and construction of roads, bridges, culverts, sidewalks, streetlights, multi-use paths (MUPs), stormwater management (SWM) ponds, and environmental assessments (EAs) within the City of Pickering. This includes oversight of project planning, budgeting, engineering design, contract administration, stakeholder coordination, and asset management, ensuring projects are completed on time, within budget, and in accordance with City standards and regulatory requirements.

Primary Responsibilities

- Manages assigned capital infrastructure projects, from concept and initiation through engineering design, estimating, agency approvals, construction, contract administration, and final acceptance.
- Oversees the preparation and review of design drawings, specifications, tender documents, and cost estimates for municipal infrastructure projects through management of third-party engineering consultants and in-house design staff.
- Assigns work and provides guidance, technical advice and direction to staff regarding capital infrastructure projects and related work. Checks Work in progress and upon completion, ensures compliance with project close out procedures.
- Administers contracts, including payment certification, conflict resolution, contract negotiation, and processing of change orders.
- Liaises with internal departments, external agencies, consultants, contractors, and the public to ensure effective project delivery and compliance.
- Prepares RFPs for the hiring of third part consultants to complete environmental assessments, design work and related studies, investigations and master plans.
- Coordinates with the Finance Department during the tender preparation, advertising, issuing and addenda, evaluation and award of various Request for Tenders (RFTs), Request for Quotations (RFQs) and Request for Proposals (RFPs).
- Prepares reports, memoranda, and recommendations for Council and senior management to support decision-making and project/budget approvals.
- Supports asset management planning for the City's core engineering infrastructure assets.
- Responds to inquiries from residents, property owners, and community groups regarding capital infrastructure projects and engineering assets.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary degree in Civil Engineering or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Member in good standing with Professional Engineers Ontario (PEO) is considered an asset.
- Project Management Professional (PMP) is considered an asset.
- Completion of courses in Municipal Project Management, Construction Contract Law, and Asset Management is an asset.
- Five years of progressively responsible work-related experience in municipal infrastructure project management, preferably in a municipal environment.
- Proven competence and technical knowledge of municipal infrastructure standards, best practices and technologies.

Knowledge, Skills and Abilities

- Extensive knowledge of municipal/regional/provincial construction standards, specifications, policies, and relevant legislation including Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Health and Safety Act (OHSA).
- Proven competence in capital project management including the planning, design, budget preparation, scheduling and construction of municipal infrastructure capital infrastructure projects, project management, and negotiation, and an extensive knowledge of the Environmental Assessment process.
- Extensive experience in the preparation of contract documents, requests for proposal, preparation of tender documents and technical reports.
- Understanding of municipal procurement process and procedures, including current best practices.
- Well-developed conflict resolution, interpersonal and influencing skills to establish and maintain business relationships with consultants, contractors, community groups, public officials, the general public and employees at all levels of government.
- Professional organizational abilities with excellent written and oral communication and negotiation skills.
- Ability to work well in a team environment and commitment to providing exceptional customer service.
- Proven ability to manage multiple multimillion-dollar municipal infrastructure projects and ensure strict adherence to budgets and schedules.
- Ability to read, understand, navigate and communicate proficiently regarding technical drawings, specifications and details for building construction and renovation projects.
- Demonstrated ability to exercise effective budget control.
- Proficiency in all Microsoft 365 and Project Management applications.
- Experience with software applications such as AutoCAD and/or Civil 3D would be an asset.
- Experience with software applications such as SAP and PSD Citywide would be an asset.
- Must be medically and physically fit to perform the duties of this position.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- During employment there may be the requirement to drive a municipal vehicle, as such consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. Must possess a valid Class "G" Ontario Drivers licence. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

