



**The Corporation of the Town of Lakeshore**  
has a temporary opportunity for a  
**Project Manager - Floodwater Defence Action Strategy and Plan**  
up to 2.5 year contract

Reporting to the Manager of Engineering Services, liaising with the Manager of Public Works and Manager of Environmental Services, and under the overall direction of the Director of Engineering and Infrastructure Services, the Project Manager is a senior Engineer position that will provide leadership to a diverse project team focused on the development and implementation of flood defense strategies to build the town's resiliency to the impacts of a changing climate. The Town's climate adaptation initiatives consists of the completion of a Stormwater Master Plan study and an expanded Inflow/Infiltration Reduction program along with various program subsidies and/or development of new programs.

The Project Manager will focus on areas of Watershed Management, Stormwater Infrastructure planning/ systems design, operation/optimization of existing storm and sanitary collection systems, stormwater and watershed systems support, development, redevelopment, and environmental issues by applying expertise in Stormwater, Watershed Management and Sanitary Sewer Inflow/Infiltration Reduction programs.

It will be the responsibility of this position to ensure that climate adaptation programs involving engineering studies, and infrastructure system improvements are delivered in a cost-effective, efficient and timely manner.

**Qualifications:**

- Four (4) year Civil Engineering Degree from a recognized University or equivalent education and experience combination in the area of civil engineering.
- In good standing with the Professional Engineers Ontario association
- Three to five years of experience in project management.
- Minimum Valid Class G Ontario drivers' license.
- Previous experience in the analysis and design of storm drainage infrastructures systems, and stormwater management facilities, and preparation of stormwater management, watershed and sub-watershed reports.
- Previous extensive project management experience in a stormwater/watershed environment through industry best practice theory/application such as Project Management Institute (PMI) or similar.
- Experience in dynamic computer modelling stewardship, including refinement, calibration, and execution/simulations, and demonstrated knowledge of dynamic computer hydraulic modelling and associated software such as MIKE Urban-DHI, InfoWorks, SWMM/XPSWMM and/or HEC/HECRAS/HYMO/SWMHYMO is an asset.
- Experience in the preparation of studies/reports for analysis of infrastructure, environmental & economic impacts associated with infrastructure planning/systems design typically through Municipal Class EA protocol balancing environmental and economic/lifecycle costs, and developing mitigation measures to address impacts is an asset.

- Member in good standing with The Ontario Association of Certified Engineering Technicians and Technologists or Professional Engineer Association is an asset.

### **Knowledge:**

- Must be computer literate and knowledgeable in Windows and Microsoft Office environment.
- Excellent customer service, organizational and leadership skills to work with both internal and external clients and coworkers.
- Must be a competent supervisor within the meaning of the Occupational Health and Safety Act.
- Proven demonstrated knowledge of the theories and practices of Watershed and Stormwater Management usually acquired by obtaining a degree or diploma in Civil Engineering or Environmental Science Engineering, or a relevant discipline, or a combination of relevant education and work experience.
- Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

### **Major Responsibilities:**

- Manage a diverse portfolio of stormwater construction and compliance projects;
- Coordinate flood mitigation measures
- Write and review technical reports and proposals.
- Ability to estimate projects from construction plans; generate takeoff quantities
- Estimate fixed priced projects
- Construction permitting;
- Construction management;
- Stormwater system permitting (renewals);
- Stormwater Pollution Prevention Plan Development
- Client coordination and development.
- Coordinate tendering process and manage subcontractors.
- Mentor and train operational staff and ensure quality work product.
- Ensure safe performance of project work.
- Prepares and provides professional advice and/or reviews, assessments, comments and reports on development applications and engineering submissions, site plan approvals, zoning amendments, minor variance and consent applications, official plan amendments and development agreements.
- Prepares engineering reports and presents same to Town senior administration, developers, committees and the public.
- Develops and presents recommendations to the Manager of Engineering, committees and/or other stakeholders regarding project priorities, budget variances, scope of work, design concepts and methods of implementation where the project will significantly affect the public or will require a change or exception to Council or administrative policy/approvals.
- Assists with the review and updating of Town policies, practices and procedures relative to development engineering with the Manager of Engineering regarding such matters as development and subdivision agreements, staging of services and development approval conditions.

- Develops and recommends new or amended by-laws, procedures, practices and policies relating to the design and construction of subdivision development projects. Presents recommendations to Manager of Engineering, Town departments and other stakeholders.
- Prepares reports and attends Council and other meetings making presentations as required.
- Assists with preparing the division's annual operating and capital budget including the needs and priorities based on planning studies, development projections and other information for review by the Manager of Engineering.
- Monitors and controls expenditures and revenues in accordance with the approved budget.
- Prepares regular reports for the Manager of Engineering outlining variances thereto and the success of the Division in achieving its service delivery objectives within the approved operating and capital budgets.
- Develops and presents recommendations regarding project priorities, scope of work, budget needs and variances to Manager of Engineering.
- Coordinates the preparation of information and ensures the quality and accuracy of same to developers with respect to Town infrastructure, development procedures, conditions, standards, methods, costs and other development related information.
- Assists in the review and evaluation of development proposals, scope of work and other issues/conditions related thereto.
- Oversees and assists with the administration of development agreements and monitors development construction, ensuring that documents are properly executed and all conditions thereof satisfied by the developer.
- Evaluates and approves servicing plans and authorizes construction.
- Evaluates agreement changes, payments, securities and completion and acceptance certificates.
- Assesses construction quality problems and complaints and decides on appropriate actions.
- Oversees and provides assistance in the consultation process with developers, contractors, consultants, other Departments and Divisions regarding annual updates to the Town's standard documents including development agreements, design guidelines, construction specifications, development permit guidelines and customer information.
- Maintains knowledge of municipal civil engineering design best practices, techniques and materials through review of various reference materials, collaboration with other municipalities, local contractors and attendance at various seminars and conferences.
- Evaluates development related requirements and needs, customer and/or operational problems and changes in construction practices and materials. Investigates, selects and implements, in consultation with the Manager of Engineering, the most appropriate changes to documents and procedures.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation as well as the Town's Health and Safety Program, procedures and best practices.
- Participates on Flood Task Committee

- Review and make recommendations on sanitary inflow and infiltration flooding issues
- Other duties as assigned

### **Decision Making and Judgement:**

- Work is performed under the general direction of the Manager of Engineering Services and the Director of Engineering and Infrastructure Services.
- Access is available to Municipal policies and procedures, by-laws and regulations as well as other department staff for advice and guidance in the performance of duties.
- Assisting in the preparation of operating and capital budgets and the preparation and review of tender documents.
- Problem solving, researching and evaluation of information to determine the best course of action within best practices and guidelines and budgeted amounts.

### **Financial Management:**

- Assist in the preparation of a divisional operating and capital budget.
- Assist with reviewing quarterly variance reports and monitor divisional budget lines to ensure expenditures related to operational and capital items is within approved budgets.

### **Interpersonal Skills:**

Excellent interpersonal skills to lead the staff and interact with the Manager, coworkers, contractors and the general public.

#### **Internal:**

- With the Manager of Engineering Services and the Director of Engineering and Infrastructure Services to receive direction and guidance.
- Liaise with the Manager of Public Works and the Manager of Environmental Services
- With the Engineering and Infrastructure Services Administrative Assistants to carry out administrative tasks.
- With other Managers and co-workers where duties and responsibilities mutually affect each of the parties

#### **External**

- Participates on Flood Task Committee
- With consultants and contractors to ensure reports and projects are completed as tendered and timelines and commitments are met.
- Liaise with the Essex Region Conservation Authority (ERCA), Ministry of Environment and Climate Change (MOECC), and other related agencies.
- With associates in other Municipalities to obtain and exchange information.
- With the public to answer questions, complaints and concerns about stormwater management and climate change initiatives and to further the public's knowledge of and confidence in the municipal Town's stormwater infrastructure

## Working Conditions:

### Environment

- Dexterity to operate office equipment
- May be subjected to adverse behaviour from the general public and others
- Some travel may be required.

### Control over Work Schedule

- 35 hours per week scheduled usually between Monday and Friday
- May be required to work varied and irregular hours including evening and weekends
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) clearly indicating Project Manager - Floodwater Defence Action Strategy and Plan in the subject line. Application deadline is Friday, May 18, 2018 at noon. This is a non-union position.

*Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*