



Job Title: Project Manager, Transportation Engineering

Job Opening: #42241

Business Unit: Public Works

Division: Transportation

Location: Thorold, Ontario

Standard Hours: 35 / week, Regular Full-Time

Salary Range: \$ 100,640.00 - \$ 118,400.00

Close Date: 2025-05-07

Division

Transportation

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Job Summary

Reporting to the Manager, Capital Projects, the Project Manager Transportation Engineering is responsible for administering and managing all aspects of transportation and municipal infrastructure capital projects for the Transportation Division.

Education

- Post-secondary diploma in Civil or Environmental Engineering, Technology or a related discipline.
- Post-secondary degree in Civil or Environmental Engineering, or related field is preferred.

Knowledge

- A Certified Engineering Technologist (CET) with 7 years of project management experience in areas of planning, design, and implementing capital transportation projects **OR**
- A Professional Engineer (P.Eng) designation with 5 years of project management experience in areas of planning, design, and implementing capital transportation projects.
- 10 years of project management experience in areas of planning, design, and implementing capital transportation projects is preferred.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (CET), or equivalent
- Computer literacy in MS Office software applications, including Microsoft Project.
- Working knowledge of the Region's road design guidelines, Niagara Peninsula Standard Contract Document (NPSCD), Ontario Provincial Standards (OPS), MTO Geometric Design Standards, MTO Roadside Safety Manual, TAC Geometric Design Guidelines, Ontario Traffic Manual (Book 7 – Temporary Conditions) and all applicable legislation and regulations (Occupational Health & Safety Act, Highway Traffic Act, Municipal Act, etc.), and applicable contract law.
- Registration with the Association of Professional Engineers of Ontario (PEO) is preferred.
- Licensed Engineering Technologist (L.E.T.) is preferred.
- Project Management Professional (PMP) certification is preferred.

Responsibilities

Plans, organizes, undertakes, and implements the delivery of Transportation Capital Projects, verify designs and coordinate projects with professional engineering consultants, utility companies, local area municipalities, Ministry of Transportation, railways, government agencies and other levels of government. (40% of time)

- Assigns work and provides direction on road and structure capital projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects.
- Evaluates and analyzes proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and inspection.
- Manages contract preparation, administration, inspection, and quality assurance during construction phase of the project, ensuring compliance with contract specifications and negotiating changes to contracts.
- Develops project scope and terms of reference for planning and detailed design phases of capital projects.
- Coordinates tender preparation, monitoring bid progress/status.

- Coordinates project construction phases and tasks with local area municipalities, contractors, consultants and the public to administer and fully document all project activities related to transportation capital projects.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Prepares and/or sign applications for required approvals, permits, inspections and services.
- Monitors and evaluates performance of contractors, consultants, and others as appropriate.
- Prepares reports to Public Works and Corporate Services Committee, other standing committees, researching and assisting in the preparation of reports to regional or municipal councils, or more senior levels of government and other agencies on environmental issues and project-specific topics.
- Prepares designs for municipal infrastructure construction, undertaking design calculations, preparing detailed cost estimates and budgets and providing technical comments on site plans.
- Project lead for Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
- Reviews and verifies engineering reports, designs, contract drawings and specifications to ensure compliance with Regional and industry requirements, policies, procedures, and applicable legislation.
- Investigates insurance claims for damages on construction projects and report of findings, ensuring contractors, consultants, and other 3rd party agencies follow proper processes.
- Receives, investigates and responds to both internal and external enquires, including members of Regional and Local Councils, and the public regarding transportation and municipal infrastructure.
- Ensures compliance with provisions of various contract specifications, procedures, and applicable legislation / Acts.

Develops, Manages, and administers, Capital budgets and 10 year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed, in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning. (15% of time)

- Authorize and administer the acquisition of goods and services in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.
- Allocates project expenditures to the appropriate Tangible Capital Asset as per PSAB requirements and guidelines.
- Researches third party funding opportunities and prepares funding applications.

Manages the activities and performance of staff and project consultants, providing work direction, assigning tasks/projects, determining methods and procedures to be used, resolving problems, and ensuring results are achieved. (25% of time)

- Develops project charter and identifies and incorporates interested party interests in developing project scope.
- Communicates and presents project-related information at Regional and local councils, Business Improvement Associations, special interest groups, and coordinates with utility

companies, area municipalities, conservation authorities, regulatory agencies (e.g. Ministry of Environment and Climate Change, Ministry of Natural Resources, Niagara Escarpment Commission, Canadian Department of Fisheries and Ocean, Transport Canada, Ministry of Transportation, etc.), railways, and other levels of government (i.e. provincial and federal), or elsewhere as required to promote good public relations and customer service on behalf of the Region.

- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project / construction updates to promote awareness, good public relations, and customer service on behalf of the Region.
- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other interested parties, etc.
- Leads communications to project team and interested parties for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Sets objectives for project team that align with divisional / department goals and objectives.
- Monitors performance of third party services and completes consultant / contractor performance reviews and appraisals.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
- Directs staff, third party consultants, and contractors to complete assignments on schedule and within budget.

Develops internal and external relationships with various departments, LAMs, and agencies. (10% of time)

- Attends committee meetings, chairs meetings with other special interest groups and approval agencies and represents the Department on various engineering related study teams and committees.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
- Researches and prepares reports to Public Works and Corporate Services Committees.
- Communicates project notices, public information centre notices, construction notices, and project / construction updates for residents and local business, local area municipalities, staff and local & regional Councils.
- Tact and diplomacy are required frequently to obtain co-operation of others while dealing with difficult or specialized issues and situations.

Monitors policies and procedures to ensure compliance, efficiency and effectiveness, identifying opportunities for improvements and providing input into the Section's administrative policies and procedures related to Roads Capital Projects. (10% of time)

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements,

recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.

- Develops and updates specifications, construction contract documents, Request for Proposal template based on knowledge and experience.
- Develops, researches and recommends new work processes and systems with a continuous improvement focus.
- Researches new engineering products, materials, processes, and preparing reports outlining findings.
- Recommends changes to the Niagara Peninsula Standard Contract Document (NPSCD) resulting from site, project specific, and new industry specifications/innovations.

Special Requirements

- Must possess and maintain a valid and unrestricted specified license for the class of the vehicle operated (Class G).
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by May 7, 2025.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.