



EMPLOYMENT OPPORTUNITY

CORPORATION OF THE TOWNSHIP OF UXBRIDGE CAREER OPPORTUNITY

PUBLIC WORKS AND OPERATIONS –

OPERATIONS AND CAPITAL PROJECT MANAGER

Full Time

The Township of Uxbridge, located in the Region of Durham, approximately 75 kilometres from Downtown Toronto, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 21,000, is seeking a dynamic, dedicated, results oriented self-starter to fill the full-time position of Operations and Capital Project Manager.

The Operations and Capital Project Manager will assist in the preparation of Request for Tender, Request for Proposal and Request for Quotation documentation, coordinate and review the work of external contractors and consulting services, perform and coordinate engineering inspection services on construction projects, verify payment certificates and other invoices from consultants and contractors, arrange compaction tests and tests of material such as asphalt and soil, maintain documentation and forms and complete inspection reports, maintain and update inventory of municipal infrastructure for asset management plan, respond to requests from Ontario One call for utility locates, liaise with Council, Township Departments, property owners, residents, businesses, utilities, external agencies, etc., and perform other related duties as assigned.

The ideal candidate will have the following qualifications:

- College diploma in Engineering Technology with a C.E.T. designation.
- 5 years progressive experience in project management, contract administration, engineering design and review of municipal infrastructure, stormwater management and customer service.
- Proficient computer applications (Excel, Word, PowerPoint, GIS, and Auto CAD).
- Knowledge of applicable legislation including Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual and Ontario Highway Traffic Act; includes time in the position to be knowledgeable of Township and Departmental programs, services, policies, and procedures.
- Ability to communicate effectively both written and verbal, be able to work independently, and have organizational, analytical, and problem-solving skills.
- Proven time management, administrative skills with an aptitude for details.
- Be knowledgeable of Township and Departmental programs, services, policies, and procedures.
- Demonstrated competence working in urgent, time sensitive or emergency situations. Experience in Emergency Centre operations an asset.
- The ability to work flexible hours and in a team-oriented environment is a must.
- A valid Ontario Class G driver's license and access to a reliable vehicle for business purposes.



Please see full position details on the Township of Uxbridge website at [Careers - Township of Uxbridge](#).

The Township of Uxbridge is prepared to offer the ideal candidate a competitive yearly wage range of **\$77,987 - \$91,236**, plus comprehensive benefits package.

Qualified candidates are invited to submit a cover letter and resume, in confidence, to Ben Kester, Director of Public Works and Operations at bkester@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **4:30pm., Friday, February 3rd, 2023.**

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.05/02