



**Position:** Senior Project Manager  
**Term:** Fulltime  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Project Director, Soil Remediation and Earthworks

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates complete neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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## **The Opportunity: Senior Project Manager**

Waterfront Toronto is seeking a Senior Project Manager to provide leadership, direction and effectively manage and control project execution, focusing on the Broadview and Eastern Flood Protection (BEFP) Project. BEFP involves the integrated design and construction of municipal infrastructure (roads, wet and dry utilities and public realm) and flood protection infrastructure. The successful candidate will manage against project plans, ensuring project completion in a safe manner, within budget, on schedule and in conformance with applicable standards, specifications and applicable regulatory requirements. To ensure effective implementation and maintenance of project related controls, systems and processes. To mentor and provide direction, advice and expertise to construction staff regarding all aspects of construction project management (e.g. controls, systems, issues management/resolution, policies, standards and WT directions).

### **Key responsibilities:**

- Day-to-day oversight of the design and implementation of the BEFP Project to ensure design and construction meet Waterfront Toronto's objectives for Design Excellence, Quality of Place, and the Corporation's Sustainability Framework.
- Administering contracts and agreements with project vendors and suppliers.
- Overseeing the production of all project deliverables, including design drawings, construction documents, compliance with applicable standards and regulations and environmental approvals for assigned consultants.
- Collaborating with Project Controls, implementing and managing project control and processes for large, complex projects.
- Facilitating effective and efficient management, monitoring and delivery of the construction schedule.
- Overseeing and provides direction to contractors during all phases of construction, including inspections, scheduling and managing progress meetings, negotiating contract changes, resolving material and design/workmanship standard issues, ensuring adherence to approved plans and specifications and compliance with provincial/federal legislation.
- Providing senior level leadership, direction, and expertise to a variety of internal and external staff to assigned projects.
- Developing, fostering and maintaining effective working business relationships and partnerships with a variety of internal and external stakeholders.
- Acting as a subject matter expert on project management and engineering issues relating to large, complex, multi-precinct projects. Preparing project meeting minutes and action items lists, monitoring and following-up with all staff and consultants to ensure that tasks are completed by deadlines.

- Monitoring project schedules and expenditures to ensure they are completed within specified timeframes and on budget and in conformance with government funding requirements.
- Drafting content for Requests for Proposals for the retention of external consultants, reviewing submissions and participating in hiring decisions, monitoring contract compliance and approving invoices for payment.
- Developing design and construction solutions and applying critical thinking in problem-solving.
- Providing strategic advisory, consultation and analytical services on a broad range of issues to the Project Director, Soil Remediation and Earthworks and other senior managers within the Corporation.

## **Skills and Qualifications:**

- Significant demonstrated experience, minimum 7 years, in the management of large, complex, multi-disciplinary construction and/or engineering projects.
- Proven experience in design and delivery of municipal infrastructure projects.
- Excellent knowledge of all aspects of construction and contract administration to effectively manage large, multi-precinct, complex and high value projects.
- Excellent knowledge of relevant health and safety and environmental principles, best practices, requirements and controls to ensure appropriate project safety.
- Knowledge of project related financial principles, practices and controls to develop and implement control and change control systems.
- Superior organization, coordination, delegation and project management skills to plan, manage and coordinate complex, multi-precinct, concurrent projects, monitor project delivery, and provide guidance and expertise.
- Strong interpersonal, leadership and management skills to develop and maintain high performing teams and promote positive working relationships with stakeholders.
- Organizational, coordination and project management expertise.
- Design and construction administration experience and skills.
- A post-secondary degree in Civil Engineering or related field or senior certified engineering technologist diploma, certification or accreditation, or equivalent in training and experience.
- A minimum of 10 years professional experience (preferred).
- A Project Management Institute Certificate or Gold Seal Certificate in Project Management will be considered an asset.

**Salary:** We offer a competitive salary and benefit package.

## **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca) quoting **File #22-27**, no later than **Wednesday, September 28, 2022**.

We thank all applicants, however, only those selected for an interview will be contacted.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.*