



**Project Manager, Parks & Facilities
Community Services Department**

Position Summary

The Town of Milton is looking for one (1) full-time Project Manager, Parks & Facilities to join the Community Services team. Reporting to the Manager, Design & Construction, this position provides leadership to staff and consultants in a team environment throughout the project lifecycle of new and/or redeveloped interior and exterior facility capital projects. This position is responsible for ensuring that buildings and facilities, design and construction activities are delivered in accordance with established timelines and budgets and meet all approvals, as may be required.

Major Job Responsibilities

Manages and administers the design, development and construction of new and/or redeveloped interior and exterior facility capital projects of various sizes and complexities.

- Delivers project management for planning/design and construction of multiple capital project types including: architectural, building envelope, civil, and mechanical and electrical, in accordance with all applicable guidelines, standards and regulations
- Directs and manages external professional and technical staff teams, including consultants and contractors throughout the design and implementation of capital projects.
- Reviews and evaluates consultant proposals, studies, specifications and contract documents
- Maintains knowledge of corporate policies and procedures, current “best practices” and applicable legislation to mitigate potential for risk to the health and safety of the public
- Maintains project compliance with all environmental and engineering standards, codes, specifications, design instructions, corporate policies and regulatory approvals
- Participates in development of agreements and reports to Council
- Contributes to the development of technical and program policies including such items as environmental sustainability, energy conservation, security monitoring, accessibility standards etc.
- Delivers project documentation including project close-out information to departments/municipal partners responsible for operations, inventory, facility programming and asset management
- Prepares project status update reports, project records, schedules and initiates correction of deficiencies and warranty items

Facilitates effective communication and maintains positive working relationships with internal and external stakeholders to present information, resolve issues and conduct negotiations to build consensus during project design, development and construction.

- Facilitates project related meetings with stakeholders including public and community groups and provides relevant expertise and information and maintains ongoing dialogue throughout the project lifecycle
- Secures approvals from various authorities having jurisdiction
- Participates in development of departmental and corporate policies and procedures, guidelines and standards
- Participates in review and comments on various types of development applications and agreements
- Provides professional and/or technical advice and assistance to internal and external stakeholders

Manages capital project accounts as approved in the capital budget

- Assists in the development of the annual 10 year capital budget forecast
- Leads the preparation of RFP, RFQ and tender documents, evaluates proposals, participates in interviews and makes recommendation for award to Purchasing Division
- Participates in bidder's site meetings, responds to tender inquiries and prepares information for addenda as required
- Prepares and verifies project scope including monitoring and adhering to budgets and ensures approved budgets are maintained
- Authorizes changes to contract documents in accordance with the Town's purchasing By-Law
- Reviews and approves all payments, progress draws and project related expenditures against budgets for assigned projects

Education and Experience

- Post-secondary degree in Architecture, Civil Engineering or an equivalent combination of education and experience
- Five (5) years of capital project management experience, preferably within municipal government
- Three (3) years of experience managing external consultants

Certifications and Designations

- Eligible for full membership in the Ontario Association of Architects (OAA) or, Professional Engineers Ontario (PEO) Full member preferred.

Additional Job Skills

- Working knowledge of construction principles and techniques and construction contracts and codes in a municipal design and construction environment
- Proficient in project management and financial software programs
- Proficient in the Microsoft Office Suite of products, including Outlook, Word, PowerPoint and Excel
- Working knowledge of AutoCAD and Arc View GIS software an asset
- Strong organizational and time management skills
- Strong report writing and record keeping skills
- A valid Ontario Driver's License Class "G" with a satisfactory driving record; use of own vehicle required to travel between sites

Salary Range: \$106,173 - \$132,716 (based on a 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Current Employment Opportunities section. The job posting closes at 12:00 am on April 22, 2025. **Interested applicants, please ensure to apply by 11:59 pm on April 21, 2025.**

Internal Applicants: If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

About Milton

The Town of Milton offers an opportunity to participate in a hybrid remote work from home program.

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished. We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.