

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Project Manager, Parks Capital Delivery

**DEPARTMENT:** Community Services

**POSTING NUMBER:** 105859

**NUMBER OF POSITIONS:** 2

**JOB STATUS & DURATION:** Temporary 18-months

**HOURS OF WORK:** 35 hour workweek

**LOCATION:** Hybrid Model\*– when working onsite, you will report to the location of Williams Parkway Operations Centre

**SALARY GRADE:** 7

**HIRING SALARY RANGE:** \$109,299.00 - \$122,962.00 per annum

**MAXIMUM OF SALARY RANGE:** \$136,624.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** January 31, 2024

**CLOSING DATE:** February 13, 2024

## AREA OF RESPONSIBILITY:

Under the direction of the Manager, the Project Manager, Parks Capital Delivery manages and oversees the initiation, planning, execution, control, and close-out of complex, large-scale capital parks, trails, and open space projects within the City of Brampton, with budgets typically greater than \$1,000,000. For projects assigned to this position, The Project Manager will also provide limited oversight and direction to unionized professional staff as required to facilitate project delivery.

## PROJECT DELIVERY

- Provide project management services for the planning and development of parks, trails, and open spaces with capital budgets typically greater than \$1,000,000.
- Applying sound project management principles to the planning and delivery of capital projects, including creating and managing the project plan and charter, with consideration for scope, deliverables, schedule, cost, risk identification and mitigation, resource allocation, stakeholder communication, and project monitoring and reporting requirements, to ensure successful delivery of complex, large-scale, parks projects.
- Undertake effective risk definition and analysis to ensure early identification of potential risks and undertake appropriate risk mitigation and management at various stages of the Project.
- Facilitate the procurement of goods and services in support of project planning and delivery, including the development of Terms of References, review of bid submissions, and recommendations for award. Work with Purchasing Services to identify, mitigate, and/or eliminate unusual risks, liabilities, and remedies, in accordance with City policies and sound business judgement.
- Manage, direct, coordinate, and supervise interdisciplinary consultant teams to ensure design and contract compliance, stakeholder review, and project completion within defined budget and schedule.

## **STAKEHOLDER MANAGEMENT**

- Manage internal and external project team members to facilitate the planning, detailed design, and permit and approvals process, to ensure compliance with corporate policies, procedures, and applicable government regulations and laws.
- Create and manage project specific Communication Plans identifying major stakeholders, external agencies, and the general public.
- Work with the Corporate Communications to develop and implement a communications strategy for major parks projects.
- Plan and undertake stakeholder meetings, and conduct appropriate public and regulatory agency consultation, to prevent, mitigate, and/or resolve issues.
- Build strong working relationships with project stakeholders, including internal staff, general public, and regulatory agencies.
- As required, support the Manager in conflict resolution with stakeholders, public, project partners, and/or consultants/contractors.

## **COMMUNICATION AND REPORTING**

- Effectively communicate with different levels within the organization including unionized staff, senior leadership, and Council.
- Develop and review supporting reports as may be required as a component of major parks projects.

## **BUDGET SUPPORT**

- Provide input to and manage current budget of expenditures related to function or programs and ensure budget compliance meet necessary sign-offs and approvals.
- Negotiate with internal and external vendors to ensure budget compliance.
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

## **TEAMWORK AND COLLABORATION**

- Promote teamwork and collaboration within the parks capital delivery section as well as across the departments of the organization.
- Provide leadership, guidance, and support to other staff within the parks capital delivery section on major capital projects managed by the position.
- Assist the Manager on the technical review and strategic delivery of politically sensitive parks capital projects.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Demonstrated knowledge and skill associated with the completion of a 4-year university degree in Landscape Architecture, Parks Planning, Environmental Planning, or related discipline.
- Project Management Professional (PMP) designation considered an asset.

### **REQUIRED EXPERIENCE:**

- A minimum of 7 years of project management experience successfully delivering large, complex, multi-disciplinary parks, trails, and open space capital projects within a municipal government setting.

### **OTHER SKILLS AND ASSETS:**

- Demonstrated working knowledge of project management principles, multi stakeholder communications plans, procurement, project scheduling, project budgetary management, and risk management.

- Demonstrated ability in formulating written technical and financial reports.
- Highly developed interpersonal skills with the ability to communicate effectively, both orally and in writing, with staff, elected officials, external agencies, and the general public.
- Established skills and experience using the following software applications: Microsoft Office including Word, Excel, Outlook, PowerPoint, Access, Microsoft Project, and Adobe Acrobat Professional.
- Demonstrated ability in using DWG viewing software or a basic understanding of AutoCAD 2019 or later.
- Experienced with strong working knowledge of applicable environmental legislation in Ontario, such as, floodplain and hazard regulations, Endangered Species Act, Fisheries Act, Ontario Public Lands Act, and Ministry of Environment Conservation and Parks soil and groundwater quality regulations.
- Possession and maintenance of a valid unrestricted Class 'G' Ontario Drivers License.
- Has ongoing flexibility to attend to matters outside normal working hours, such as evening/weekend work as required to accommodate stakeholder schedules, facilitate community engagement, and promote relationship building.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Interview:** Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105859 by February 13, 2024** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*

