

<b>TOWN OF STRATFORD - JOB DESCRIPTION</b>			
<b>POSITION:</b>	<b>Project Manager</b>	<b>JOB NUMBER:</b>	<b>No. 33</b>
<b>SALARY RANGE:</b>	<b>Level 9, 37.5 hours per week</b>	<b>ESTABLISHED:</b>	<b>September 2017</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Infrastructure</b>	<b>REVISED:</b>	<b>July 2022</b>

**JOB SUMMARY**

- The Project Manager is responsible to budget, plan, manage, and report on capital, infrastructure, and other Town projects with the goal of delivering every project on time, within budget and scope.

**MAJOR RESPONSIBILITIES**

- To assist with the management and implementation of Town projects and initiatives as assigned by the Director of Infrastructure;
- To define the scope of projects, determine the resources (time, money, equipment, etc.) required, identify and manage associated risks, and create work plans for each project to identify activities and timelines;
- To measure project performance using appropriate systems, tools and techniques, and report regularly on the status of each project under management;
- To develop, issue, and manage tenders and proposal requests for smaller in-house projects, as well as, outside consultants and manage the work of the selected consultants;
- To develop and submit funding proposals and reports as required by project funders;
- To develop a common project management process for the town and train and support staff in its implementation;
- To assist in the development of a comprehensive approach to asset management and capital budgets for town and utility entities; and
- To provide monthly reports on activity as required.

**KNOW HOW**

- Extensive knowledge of project management and the use of project management, spreadsheet and word processing software typically acquired via project management training and experience, and/or a certified Project Management Professional designation from the Project Management Institute;
- Proficiency in the design and supervision of municipal infrastructure; including, water supply and distribution systems, sewer collection and pumping systems, buildings, street, sidewalk and storm drainage systems typically acquired through a bachelor's degree in engineering, construction, architecture or related discipline, or an equivalent combination of training and experience;
- A member in good standing of a related professional association, or eligibility therefore;
- Knowledge and experience in CAD and GIS systems would be an asset;
- Ability to supervise, plan, and organize the work of contractors and consultants; and
- Excellent interpersonal, communication, negotiation, and conflict resolution skills.

**WORKING RELATIONSHIPS**

- Reports to and assists the Director of Infrastructure;
- Liaise with consultants, contractors, department managers, and other Town staff;
- Engages, communicates, and consults with stakeholders as required in the Town's engagement strategy;
- Liaises with industry professionals, government officials, and other agencies/organizations; and
- Maintains good relations in dealing with residents and members of the public.

**PROBLEM SOLVING**

- The ability to adapt to a variety of problems, provide solutions, and make recommendations;
- The ability to manage and resolve conflicts among contractors, consultants, and other stakeholders; and
- The ability to apply judgement to determine what issues need to be escalated.

**ACCOUNTABILITY**

- Accountable to the department director for performance, to department and Town staff for collaboration, to consultants and contractors for resource management, and to residents for effective management of resources.

**WORKING CONDITIONS**

- Physical Effort - work involves sitting for extended periods at a workstation and traversing to job sites.
- Physical Environment - works in an office environment with occasional visits to development areas and public work installments.
- Sensory Attention - work requires computer screen time, attention to detail, frequent interruptions, and significant interactions with industry professionals, staff, and members of the public.
- Mental Stress – work will involve managing resources, meeting deadlines, and occasional unpleasant interactions.