



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

BUILDING AND PROPERTIES CAPITAL PROJECT MANAGER PERMANENT FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Building and Properties Capital Project Manager is responsible for directing and managing studies, equipment replacement and capital projects related to the Township owned buildings and properties, including but not limited to municipal administration buildings, public works shops, recreation facilities, fire halls, theatre, under the general guidance and direction of the Manager of Buildings and Properties within the Community Services Department.

Major Duties & Responsibilities:

Project Management

- Provides direction to multi-disciplinary consulting teams and contractors in all phases of municipal buildings and properties projects, including architectural design, construction, mechanical, electrical, roofs, heritage components, servicing strategies, feasibility studies, and master plans.
- Assists with implementing recommendations from the Township's Building Condition Audits, and Asset Management Plans.
- Oversees and directs the progress of capital projects to help keep them on schedule, within scope, and within budget in accordance with Township policies, standards, and objectives outlined in the Council Strategic Plan, the Asset Management Plan, and Capital Budget.
- Reviews capital project cost estimates and budgets and advises the Manager of Buildings and Properties on workplans, schedules, and specifications.
- Prepares and presents reports to Committee of the Whole and Council on studies and capital project related matters.
- Presents project display boards for public open houses and discusses project information with the community to gather feedback and help steer project designs in line with community input.
- Prepares written media releases, promotional signs, information handouts and website project progress updates for infrastructure studies and capital projects in conjunction with the Township's Communications Coordinator and other parties involved.
- Communicates with Utility representatives, governmental bodies, regulatory agencies, and user groups for the ongoing coordination of studies and capital projects.
- Oversees and evaluates the work performance of external service providers (architect or engineering consultants and contractors) with respect to quality standards, construction specifications, project timelines and scheduled tasks, and budget.
- Prioritizes numerous and varied projects and objectives for effective time management to complete many duties simultaneously.

- Applies effective communications, interpersonal and problem-solving skills to address and resolve a wide range of project and construction issues with the numerous parties involved.
- Provides recommendations for capital upgrades, operational improvements and preventative maintenance for Township building infrastructure to help minimize risk to public health and safety and the environment.
- Identify opportunities for energy efficient improvements and sustainability initiatives.
- Assists in the development of the Township's 10-year capital forecast for Township projects based on the Township's Asset Management Plan and new buildings and properties needed by the Township.

Construction Contract Administration

- Meets with consultants and contractors regularly throughout the construction period to review and address construction issues.
- Performs general construction reviews on site to monitor progress and quality of the overall construction work.
- Conducts inspections and assessments of municipal buildings and properties in cooperation with other divisions and departments.
- Reviews and evaluates project schedules as work progresses to help keep projects on track.
- Evaluates and approves consultant and contractor invoices and payment certificates and tracks project costs and contingency allowance expenditures to help keep projects on budget.
- Provides information on project costs and progress of the work to the financial department to assist in completing project funding reports.
- Provides regular project progress email communications to keep everyone informed of the construction progress and upcoming work.
- Communicates with members of the public, community special interest groups, and other interested parties to address their project or construction concerns through meetings, discussions and correspondence.
- Provides input and direction to consultants and contractors to address any construction issues or required changes and to evaluate the applicable costs.
- Performs final construction deficiency reviews and follows up to verify that deficiencies have been addressed.

Technical Studies and Design

- Assesses designs and drawings throughout the design development phase and works with multi-disciplinary consulting teams to address design issues and determine optimum design solutions in accordance with Township requirements.
- Facilitates the reviews of technical specifications to verify that they are in accordance with regulatory requirements, including Township standards.
- Assists the consultant with obtaining approvals from regulatory agencies.
- Coordinates with other Township departments, businesses, members of the public and community organizations to address the requirements of all interested parties in the project design.
- Prepares, reviews, and evaluates engineering studies, investigations, inspections and technical reports and assesses if revisions are required and / or coordinates the implementation of design recommendations.

Procurement

- Prepares Requests for Proposals for the provision of Consulting Services for studies, master plans, and the design and contract administration of capital projects for municipal buildings and properties.
- Reviews tender documents for revisions as needed to issue Requests for Quotations and Tender for equipment replacement, capital projects and construction services.

- Prepares Requests for Contractor Pre-qualification.
- Reviews and evaluates tender bids, consulting services proposals and costs and pre-qualification submissions and makes recommendations for contract award in conjunction with the tender evaluation committee.
- Prepares and presents reports to Council for award of contracts and study findings.
- Ensures compliance with Township procurement procedures.

Infrastructure Assessment and Planning

- Manages studies and evaluations of the condition and performance of municipal infrastructure assets and utilizes a risk-based approach to identify asset rehabilitation and replacement priorities.
- Develops, measures and records the condition of municipal buildings and properties recreation facilities, community centres, fire halls, municipal administration buildings, theatre, and all other buildings and properties owned or administered by the Township.
- Other duties as may be assigned.

Minimum Qualifications and Requirements:

- Post Secondary Degree or Diploma in Construction, Architecture, Engineering, Building Management, Facility Management, or a related field.
- At least 5-years' related progressive experience, preferably in a municipal environment.
- Experience working for municipal clients or in a municipal setting is considered an asset.
- Experience in building/facility development and maintenance, along with sound project and contract management skills, with managing multiple capital projects.
- Demonstrated knowledge of the Occupational Health and Safety Act and building related regulations and codes.
- Strong knowledge of building science, building envelope construction, building electrical and mechanical system. Familiarity with building systems and equipment for recreation facilities is an asset.
- Ability to read blueprints, surveys and plans.
- Experience in the preparation of technical standards, policies, and reports, and responding to external agencies and community enquiries.
- Thorough knowledge of applicable legislation, regulations and requirements related to the core functions of the position including but not limited to, Recreation Facility Infrastructure (including areas, pools, turf facilities), roofs, administration buildings, heritage buildings, residential, and community use buildings.
- Advanced organizational, prioritization, interpersonal, analytical and time management skills.
- Strong written and verbal communication skills.
- Ability to prepare and give presentations with clarity and purpose.
- Demonstrated ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD and Microsoft Office (Word, Excel, Power Point and Outlook).
- Mental agility required for applying technical knowledge, experience and job skills to a variety of issues, assignments and situations. Many situations present conflicting priorities. May cross traditional departmental lines.
- Eye and hand coordination with extended periods of concentration and intensity.
- Good decision making and judgment are required as decisions made will affect the quality and effectiveness of Township buildings and properties as they relate to public health and safety, level of service and regulatory compliance.
- Ability to manage multiple projects simultaneously.

- Ability to create broad and deep working relationships that are based on co-operation and trust and to serve as the in-house resource person on best practices and procedures that span the corporation. Effectively represents the corporation while working with contractors, consulting architects and engineers, and “Vendors of Record”.
- A valid Ontario Class “G” Driver’s License in good standing and access to a vehicle.

Annual Salary: \$93,541 - \$105,221 per annum [2025 Rate]

To Apply: Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to careers@centrewellington.ca by **February 2, 2025**, at 11:59 p.m. Please quote job posting 2025-11 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.