



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **PROJECT MANAGER - PARKS**

**PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Manager of Buildings and Properties, the Project Manager – Parks delivers expert landscape architecture, project management, and parks planning services, including reviewing and commenting on planning and development applications. This role oversees the design, construction, and redevelopment of parks, sports fields, playgrounds, trails, open spaces, and related facilities. Responsibilities include developing project scopes, schedules, budgets, and work plans, as well as coordinating with consultants and contractors to ensure successful project delivery.

### **Main Duties and Responsibilities**

#### **Project Management**

- Plan, design, and manage the development or redevelopment of parks, green spaces, trails, playgrounds, sports fields, and related facilities from concept to completion.
- Generate creative conceptual plans, detailed designs, and renderings to support project vision and objectives.
- Develop and maintain project schedules, budgets, forecasts, and capital plans to inform decision-making and ensure timely delivery.
- Prepare Request-for-Proposal and Construction Tender documents and coordinate with Purchasing and Finance staff for procurement processes.
- Liaise with internal departments, consultants, contractors, stakeholders, elected officials, and the public to establish project requirements and ensure alignment with corporate goals.
- Coordinate and oversee consultants and contractors, ensuring compliance with project specifications, safety standards, and operational procedures.
- Review and recommend changes to reports, conceptual designs, drawings, and tender documents.
- Conduct site inspections, prepare deficiency reports, and oversee commissioning of completed projects.
- Manage project documentation, including payment certificates, shop drawings, site instructions, change orders, record drawings, and manuals.
- Develop policies and programs to implement strategic initiatives related to parks, open spaces, tree canopy, and natural heritage systems.
- Research and monitor progress on corporate parks and environmental stewardship objectives.
- Ensure effective use of corporate project management software and adherence to best practices.
- Assist the Buildings and Properties Division with other projects related to Township buildings and facilities.

#### **Planning Applications and Functions**

- Ensures conformity with parks planning and other development policies and guidelines.
- Reviews residential and commercial development plans, reports, and figures and provides comments related to landscape architecture and parks planning.
- Drafts, reviews, and assesses the success of urban design guidelines and development standards items related to landscape architecture and parks.

- Ensures compliance with development agreements by reviewing parks and open space portions of subdivision agreements (i.e., trail development).
- Reviews current construction materials and methods and adopts, as necessary, best practices and standards, through development standards and policy writing and implementation.
- Represents the department in Ontario Land Tribunal (OLT) and court proceedings.
- Liaise with government agencies, consultants and other agencies with interests in developing parks, sports fields, playgrounds, trails and facilities.
- Reviews the work of landscape architectural consultants, construction contractors and construction projects as they relate to facilities, parks, sports fields, playgrounds, and trail development/redevelopment projects.
- Prepares drawings and materials for reports, presentations, and public information centers.
- Attends and facilitates various public consultations, committee meetings, public meetings, and working groups, occasionally outside of normal working hours as required.

## **Communication**

- Responds to resident's service request related to landscape architecture/trees, collaborates with the Manager of Planning Services, Manager of Parks, and the Manager of Public Works to deliver parks and recreation service requests, and administer related work.
- Prepare verbal and written reports to Council, Committee of the Whole and other township Committees, as may be needed.
- Attend and make presentations to public information centres and open houses.
- Coordinates other project engagement initiatives with external agencies, Indigenous Communities, and members of the public.

## **Other**

- Performs other related duties as assigned by the Manager of Buildings and Properties and the Managing Director of Community Services.

## **Minimum Qualifications and Requirements**

- Post secondary degree or diploma in Landscape Architecture or related field.
- Be a registered and licensed member of the Ontario Association of Landscape Architects (OALA) and a registered and certified member of the International Society of Arboriculture.
- Minimum of three (3) years of directly related project management and policy development experience in parks capital projects, or planning, preferably in a Municipal environment.
- Proven dedication to a collaborative, consultative approach in project management.
- Experienced in partnering with internal teams, external consultants, and key stakeholders to plan, design, and implement parks projects and related initiatives.
- Excellent organizational, prioritization, and administrative skills.
- Strong communication, report writing, and public consultation skills.
- Strong project management skills.
- Familiarity with construction contract administration and the Construction Act.
- Familiarity with Municipal Procurement processes, including the preparation of Request for Proposals and Construction Tenders.
- Knowledge and experience with the Ontario Planning Act, Municipal Act, and development process.
- Basic horticultural, tree health, and tree risk knowledge and experience.
- Demonstrated ability and in-depth knowledge of green construction techniques, technologies, and detailing.
- Demonstrated creativity and adaptability in complicated and difficult situations and in managing demands from stakeholders.
- Excellent interpersonal skills to interact with staff across the organization, contractors and consultants.
- Demonstrated proficiency using AutoCAD, GIS, and MS Office applications (Outlook, Word, and Excel).
- Must possess a valid Class "G" Driver's License and maintain a clean driver's abstract.

**Work Location:** Centre Wellington Community Sportsplex (550 Belsyde Ave E, Fergus ON N1M 2W5)

**Annual Salary:** \$95,412 - \$107,325 (2026 salary range)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **January 25, at 11:59 p.m.** Please quote job posting '2026-5' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

*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. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*