



SENIOR PROJECT MANAGER

Three (3) permanent, full-time positions – Toronto, ON

If you're a highly experienced project manager, adept at delivering assignments from inception through to implementation, with minimal direction, while balancing political, community and other stakeholder interests, you'll welcome this opportunity to join the City of Toronto Transportation Services Division as part of one of the following business units.

Reporting to the Manager of I&T Strategic & Emergency Planning, you will develop, coordinate, implement, lead and maintain the Division's Emergency Management programs and strategies that comply with the City's emergency response, to enable a Transportation Division centralized, controlled and co-ordinated response to any emergency that threatens the social, physical and economic well-being of the City. As a Senior Project Manager, you will also provide strategic business planning and lead the development and implementation of an IT Strategic Plan that meets the emerging needs of the Division.

Reporting to the Manager, Contract Development & Controls, you will lead, manage and coordinate the unit's work plans related to project financials and procurement activities, manage various portfolios and execute Contract Administration activities with vendors hired to deliver projects on behalf of the Division, and assist with other portfolios within the business unit, external agencies and other organizations. As a Senior Project Manager, you will also manage, and provide oversight to, the financial, payment and adjudication functions of capital and operating projects, conduct business analysis of the current as-is process and develop a streamline process to centralize payment and procurement functions. This includes working with a multi-disciplinary team of internal and external stakeholders and senior-level staff to provide support and guidance on financial and procurement policies, procedures and bylaws, including the application of the Construction Act, as required per the provincial legislation. In this role, you will also assist in the development of a Contract Management Curriculum and Stage Gate process, provide training to divisional staff, and lead discussions in Working Groups.

Reporting to the Manager, Traffic Systems Construction & Maintenance, you will lead, manage and coordinate City activities related to traffic system maintenance and assist with other portfolios within the business unit, external agencies and other organizations. As a Senior Project Manager, you will also manage, and provide oversight to, the Electrical Maintenance Contract (EMC) and the contractors responsible for completing the work execution of the program. This includes working with a multi-disciplinary team of internal and external stakeholders to guide electrical traffic maintenance and other maintenance programs such as Locates & Graffiti.

MAJOR RESPONSIBILITIES

Your primary responsibilities as a Senior Project Manager will be varied, but you'll be expected to:

Project Management

- Provide keen oversight to the financial expenditures within the contract and approved budget.
 - Liaise and work with corporate partners/stakeholders.
 - Manage assigned projects, ensuring effective cross-divisional and cross-agency teamwork and communication, high standards of work quality, health and safety, and organizational performance and continuous learning.
 - Allocate Capital and Operating budget, develop business cases, and ensure that the project expenditures are controlled and maintained within approved budget limitations.
 - Monitor projects with the help of other City divisions to ensure completion in accordance with approved procurement plans, and contract agreements undertaking by multi-year assignments.
 - Lead, manage, and provide strategic advice on projects, activities and assignments that may be delivered by other units.
 - Deliver projects from inception through to project planning, execution and implementation.
 - Manage assigned projects, including time, budget and scope, to ensure successful project
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delivery, applying the Project Management Body of Knowledge (e.g. PMBOK from the Project Management Institute) and focusing on ensuring effective teamwork and communication, high standards of work quality, organizational performance, and continuous learning.

- Supervise the day-to-day operation of staff and/or multidisciplinary and inter-divisional project teams, including scheduling, assigning and reviewing work for the assigned portfolio.

Technical Knowledge

- Research best practices, academic studies, legislation, policy and procedures concerning procurement and financial bylaws and the Construction Act.
- Assist in the development of Terms of Reference, scope of work, specifications and materials for projects and consultant requirements for all purchasing call documents, including RFQ, RFP, REOI, and RFI, ongoing liaison between PMMD and program staff, undertaking procurement and financial activities during the proposal stage, evaluation of proposals, recommendation of the selection of consultants for assigned projects, execution of legal agreements and contracts, and ongoing contract management with selected vendors.
- Provide advice, guidance and technical assistance on contract management decisions regarding the City Auditor General recommendations, develop standard operating procedures, provide training and implement standard business practices.
- Maintain an awareness of developments and advancements in relevant fields and adjacent jurisdictions, to improve technical competency and ability to provide state-of-the-art advice. This will include providing strategic planning on assigned projects, while considering implementation challenges and financial implications to the City. Senior management will also rely on you for strategic policy advice, day-to-day operational support and professional judgement on complex and contentious issues.

Communication & Reporting

- Provide oversight and manage performance measurement scorecards, business unit dashboards and all key metrics and key performance indicators (KPI's) required to improve the business in the areas of procurement, operation, customer and financial perspectives.
- Represent the City of Toronto in meeting with outside agencies, including Toronto Hydro, TTC, Toronto Police Service, and Third Party Agencies.
- Establish, maintain and develop linkages to other departments, agencies, boards and commissions, and other orders of government to ensure effective partnerships.
- Represent the respective unit regularly at meetings.
- Lead in the coordination of meetings with various Transportation Services units.
- Organize and deliver presentations to all levels of management, and at conferences, seminars and events, as required.

Team Work & Supervision

- Supervise and coordinate the work of multidisciplinary, inter-divisional and inter-agency project teams, as required, including the scheduling, assigning reviewing of work and monitoring service standards and delivery.
- Work effectively and independently with City Councillors, staff and all City divisions, citizen groups, businesses, individuals, property owners and other stakeholders, as required, on behalf of the City in order to achieve and implement the program and policy objectives.
- Assist in the Recruitment process, Attendance & Performance management for the business unit.
- Lead, develop, monitor, evaluate, and implement maintenance requests.

KEY QUALIFICATIONS

Your application for the role of **Senior Project Manager** must describe your qualifications as they relate to:

1. University degree in planning, civil engineering, procurement, a financial discipline, project management, or a discipline pertinent to the job function, or an equivalent combination of education and experience.
 2. Extensive experience in a project management leadership role delivering projects, financial
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activities, cost and schedule controls, change management and assignments from inception through to implementation, with minimal direction, while balancing political, community and other stakeholder interests.

3. Extensive experience in one or more of the following:
 - Managing/leading/developing complex multidisciplinary contracts and projects;
 - Managing/leading/developing emergency management program and divisional I&T strategic planning;
 - Managing/leading/coordinating traffic system maintenance.
4. Extensive experience in developing and implementing strategic plans that include clear objectives and implementation plan.
5. Critical judgement, analytical thinking, innovation, creativity and problem-solving skills to deliver on demanding assignments.
6. Ability to effectively represent the Division and to maintain relations and work with community and special interest groups, the general public, elected officials, internal and external clients and consultants.
7. Highly developed interpersonal and communication skills to interact with all levels of the organization, including elected officials, and the public.
8. Knowledge of a variety of legislation related to the field, including the Occupational Health and Safety Act and the Construction Act as amended.
9. Computer skills, with fundamental knowledge of related software applications (e.g. MS Office, Visio, Project, Tableau, SAP Analytics Cloud, Power BI, etc.).
10. Knowledge of procurement and financial bylaws.
11. In response to emergency events, you must be able to work weekends and evenings, and be on call/standby, as required, to support the Division.

NOTE: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >. Candidates will be required to show proof of vaccination during the recruitment process.

Salary Range: \$104,340.60 - \$122,595.20 per year

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 31494**, by **Tuesday, November 22, 2022**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related](#)

accommodation during the **application process** is available upon request. Learn more about the City's [Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.
