

Project Manager CS (Multi Million Dollar New Build Construction)

Job ID: 53961

Job Category: Project Management

Division & Section: Corporate Real Estate Management, FM Project Management Office

Work Location: Metro Hall, 55 John Street

Job Type & Duration: Full-time, Temporary (24 Months)

Salary: \$103,431 - \$155,216 per annum

Shift Information: Monday to Friday, 35 hours per week

Affiliation: Non-Union

Number of Positions Open: 2

Posting Period: 09-Apr-2025 to 30-Apr-2025

Job Description:

Reporting to the Manager, Major Capital Construction Projects, the Project Manager CS will be responsible for the effective management of major construction, renovation, and alteration projects and programs.

Major Responsibilities:

- Implements detailed plans and recommends policies/procedures regarding program specific requirements.
 - Manages a multidisciplinary team of contractors and consultants to effectively implement major complex construction projects, building renovations and alterations.
 - Manages assigned projects ensuring effective teamwork and communication, high standards of work quality and organizational performance.
 - Co-ordinates all documentation, including all correspondence from architects, engineers, building inspectors, and contractors.
 - Inspects and supervises work in progress by consultants, contractors and department staff ensuring that all work is executed in accordance with relevant legislation and approved contract documents, project drawings and specifications.
 - Assists in the resolution of delay claims and disputes that may arise through the execution of construction activities.
 - Secures approvals from various regulating and government agencies to enable projects to proceed (i.e. site plan approvals, planning, re-zoning and Committee of Adjustment applications, permits etc.).
 - Reviews assessments conducted with client groups to ensure that capital requirements are addressed accordingly during the budget cycle.
 - Prepares pre-qualification documents to ensure that qualified bidders meet the Corporation's accepted standards for specialized major projects.
 - Assists in the evaluation of tender documents and consultant proposals and participate in the review panel that make recommendations for Council approval.
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- Provides input into and administers assigned budgets, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Assists the senior project management team in developing strategic policies and programs to meet the long-term needs of the Major Capital Project, Corporate Real Estate Management (CREM) team.
- Coordinates and reports on cost control and provides assistance in the preparation of the Project or Section's budget accordingly.
- Compiles, analyzes and correlates data and prepares reports, briefing notes and studies for submission to management and/or council on project related matters.
- Collects, maintains and analyzes data in cost control and capital variance reports.
- Develops business cases related to staff resource requirements, financial and operational plans.
- Acts as a liaison with other, Corporate Services divisions, monitors schedules, and maintains accurate records of budget and resources.
- Confirms detailed and timely reports, records and schedule, monthly status reports, initiates correction of variances as required by the Manager.
- Manages, makes recommendations, tracks the preparation of, and archives the award of Contracts.
- Liaises with other Divisional Sections, CREM for coordination of capital plan implementation.
- Assists the Senior Project Manager with communications strategy and resource allocation for new capital requests.
- Prepares project GANTT schedules in MS Project and tracks progress, resource management and cost associated with base line and provides monthly updates and associated reports.
- Monitors all client initiated requests for services and provides customer services accordingly.
- Develops and implements database to track project warranties and coordinates with other inter departmental divisions and agencies.

Key Qualifications:

1. University degree in construction management, project management, architecture, engineering, or the equivalent combination of education and relevant work experience required.
 2. Considerable project management experience in construction management, as well as on-site experience in the management of new greenfield / brownfield construction and renovation projects.
 3. Considerable experience in leading complex projects, including developing and implementing formal project plans, managing deliverables and developing program schedules and risk mitigation plans.
 4. Considerable experience with construction management practices, planning, monitoring, scheduling, budgeting, cost control and stakeholder management, quality control and reporting.
 5. Considerable experience managing major multi-million-dollar, multi-disciplinary capital construction, projects and resources in a large functional public organization.
 6. Experience in the preparation of "Order of Magnitude" and "Definitive" cost estimates.
 7. Ability to manage multiple stakeholders and have had past experience in managing large organizational consultant and contractor groups.
 8. Highly developed analytical, conflict resolution and problem-solving skills.
 9. Excellent communication, presentation and interpersonal skills to deal effectively with staff, political representatives, consultants, contractors and the public.
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10. A thorough knowledge of construction techniques, materials, life cycle costing, principles and practices related to new building construction.
11. Ability to interpret architectural, mechanical, electrical and structural drawings and specifications.
12. Comprehensive knowledge of related policies, Acts, Codes and legislation including the Ontario Building Code, National and Provincial Fire Codes, Technical Standards Safety Authority (TSSA), Construction Standards Association, Ontario Occupational Health and Safety Act (OHSA), Workplace Hazardous Materials Information Systems, Human Rights Code, Employment Standards Act (ESA), Accessibility for Ontarians with Disabilities Act(AODA) and other related legislation.
13. Working knowledge in MS Word and PowerPoint, intermediate level in MS Project and intermediate level in Excel.
14. Project Manager Professional (PMP) or PMI-CP, and/or Leadership in Energy and Environmental Design (LEED) certifications/designation are considered assets.
15. Must possess and maintain a valid Province of Ontario Class "G" driver's license and access to a personal vehicle for site visits.

Notes:

- Applicants will be required to take a one (1) hour in person pre-qualification test at the office location noted as the base location.
- Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.
- This position is eligible for the "Remote Work Policy – Hybrid Work". In a hybrid work arrangement, employees are expected to work a minimum of two (2) to three (3) days per week at their City work location and the remainder of the week from their remote work location, in accordance with the City's Hybrid Work Program. Arrangements are to be flexible and reasonable while considering operational requirements.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 53961**, by **Wednesday, April 30, 2025**.

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://linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://facebook.com/CityTOjobs).

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](#).

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](#).
