

# Project Manager CS

**Full-time - Temporary (24 Months)**

**Number of Positions Open: 4**

**Work Location:** Metro Hall, 55 John Street, Toronto, ON

The City of Toronto is seeking an experienced **Project Manager CS** to support major construction projects, real estate development, and infrastructure initiatives within the Corporate Real Estate Management (CREM) division. This role is ideal for professionals with strong expertise in construction project management, capital project delivery, stakeholder management, and public sector projects.

The **Corporate Real Estate Management (CREM)** division is responsible for the operational day-to-day stewardship and planning of the City's real estate assets. The division's mandate is to provide efficient real estate service delivery city-wide, manage City assets through their lifecycle and implement strategies to use City real estate effectively to deliver on City of Toronto objectives.

## Job Summary

The **Project Manager CS** will report to the Manager, Major Capital Construction Projects, and will be responsible for the effective management of major construction, renovation and rehabilitation projects as well as assignments within the Corporate Real Estate Management program/project areas as follows:

- a) Affordable Housing and Shelters, and Long Term Care Projects under Client Strategic Programs.
- b) State of Good Repair, AODA, Small Capital, Client Capital, Feasibility Studies and Space Planning
- c) City-wide Real Estate Development and Portfolio Planning projects with arms lengths City Agencies

## Major Responsibilities

- Implements detailed project plans and recommends policies and procedures related to construction project management and capital projects delivery
  - Manages multidisciplinary teams of contractors, consultants, and stakeholders to deliver complex construction and renovation projects
  - Oversees assigned projects to ensure effective teamwork, high-quality standards, and strong organizational performance
  - Coordinates project documentation, including correspondence with architects, engineers, inspectors, and contractors
  - Inspects and supervises work in progress to ensure compliance with construction standards, legislation, drawings, and specifications
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- Assists in resolving construction delays, claims, and disputes
- Secures approvals from regulatory and government agencies (e.g., site plan approvals, permits, rezoning, Committee of Adjustment)
- Reviews client assessments to ensure capital requirements are addressed during budget planning cycles
- Prepares prequalification documents and participates in evaluating tenders and consultant proposals
- Provides input into and manages project budgets, ensuring effective cost control and financial management
- Supports the development of strategic policies and long-term capital planning initiatives within CREM
- Monitors project costs, prepares variance reports, and contributes to budget development
- Prepares reports, briefing notes, and presentations for senior management and City Council
- Maintains accurate records, schedules, and monthly project status reports, and addresses project variances
- Manages contract processes, including tracking, recommendations, and contract awards
- Develops and maintains project schedules (Gantt charts) using MS Project and tracks progress, resources, and costs
- Coordinates with internal divisions, agencies, consultants, and external stakeholders throughout all project phases
- Supports tenant fit-up projects, relocations, and space planning initiatives
- Leads the development and implementation of project governance frameworks, workflows, approvals, and stage-gate processes

**Key Qualifications:**

1. Post secondary education in construction management, project management, architecture, engineering, urban planning, interior design or an approved equivalent combination of education and experience.
  2. Extensive 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.
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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.
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. Considerable 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. Knowledge in Microsoft (MS) Word, PowerPoint MS Project, Excel, SharePoint, MS Teams and Project Management Information Systems (PMIS) software.
14. Must possess and maintain valid Province of Ontario Class "G" driver's license and access to a personal vehicle for site visits.

Project Manager Professional (PMP) or PMI-CP, and/or Leadership in Energy and Environmental Design (LEED) certifications/designation are considered assets.

**Salary Scale:** \$103,431 - \$141,247

**Hiring Zone:** \$116,222 to \$126,009

### **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 62737**, by **Tuesday, April 14, 2026**.

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### **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](#).

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