



Senior Project Manager

Requisition ID: 3168

Number of Vacancies: 1.00

Department: Major Projects (20000062) - Major Projects/ Project Management 1 (30000504)

Salary Information: \$135,335.20 - \$169,078.00

Pay Scale Group: 13SA

Employment Type: Regular

Weekly Hours: 35 **Off Days:** Saturday / Sunday **Shift:** Day

Posted On: April 9, 2021

Last Day to Apply: April 23, 2021

Reports to: Project Director

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

General Accountability

Manages project management team(s) consisting of Project Managers with integrated teams of TTC staff and consultants. Implements and manages the assigned project(s) from inception, planning, design, procurement through to completion. Acts as the TTC's representative to exercise and delegate authority in managing the work and controlling the delivery of the project in accordance with scope, budget, schedule, and quality assurance requirements.

Key Job Function

- Substituting for the Project Director as required.
- Overseeing Project Managers in the coordination, implementation and management of multi-year, multi-discipline projects, from inception, planning, design, procurement and construction through commissioning to project close-out.
- Assisting to prepare and oversee the capital budget, and to ensure associated project financial accountability, contract and schedule management, and quality control and assurance.
- Defining, acquiring and directing the necessary resources for project teams, and developing detailed strategic goals and objectives.
- Monitoring and communicating project progress against the project plan, requirements, quality

measures and milestones, and taking appropriate action to minimize the impact of deviations.

- Ensuring timely reporting of financial and performance results, including schedule, safety, human resources, and other management issues to TTC and government officials as appropriate.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.
- Participation in the TTC Customer Service Ambassador Program.

Skills

- Use office technology, software and applications
- Manage projects
- Plan and organize activities / projects to meet section and organizational goals
- Manage human resources
- Apply analytical skills
- Secure and manage fiscal resources
- Understand the organization's fiscal environment

Education and Experience

- Completion of a university degree in a related discipline, combined with training and experience applicable to the position.
- Extensive experience in the areas of general project management and engineering management of heavy construction and/or large multi-discipline projects.
- Registration as a licensed Professional Engineer in the Province of Ontario or have an equivalent professional designation.
- PMP certification would be an asset.

Additional Requirements

- Comprehensive knowledge of engineering principles and practices combined with a thorough knowledge of project management principles and practices.
- Well-developed knowledge of construction methodology principles and practices, construction contract law, construction methods and processes, contract administration and construction inspection, as well as pertinent Acts and Regulations (i.e. Construction Act, Occupational Health & Safety Act, etc.)
- Sound knowledge of business administration, fiscal and human resources policies, and legislation/regulations regarding safety, human rights, employment, etc.
- Demonstrated experience in formulating project goals and objectives, and associated budgets both at high level and in detail.
- Must possess sound judgement; highly developed management, organizational, interpersonal, oral and written communication skills; negotiation and mediation skills; excellent analytical and problem solving skills.
- Proven ability to work with multi-discipline teams, resolve and manage complex project issues, and maintain effective working relationships.

To find out more about the TTC and to apply online, by **April 23, 2021**, please visit www.ttc.ca/jobs, click on “current employment opportunities” and enter **Requisition ID 3168** in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC’s Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC employee.