



PROJECT MANAGER

Job ID: 45318

Job Category: Project Management

Division & Section: Solid Waste Management Services, SWM Policy Planning & Outreach

Work Location: City Hall, 100 Queen Street West, Toronto, ON M5H
2N2

Job Type & Duration: Full-time, Permanent vacancy

Salary: \$102,155.00 - \$135,815.00, wage grade 7.0.

Shift Information: Monday to Friday, 35 hours per week

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 22-APR-2024 to 06-MAY-2024

As Project Manager, your key role is to provide project management support to the Environmental, Health & Safety, Compliance unit as well as support the Unit's role as the Solid Waste Management Division's centralized hub for environmental, health and safety and associated compliance work. These responsibilities include ensuring the work of the Unit is prioritized while supporting Divisional priorities identified by operational units, corporate priorities and regulatory requirements and reporting. In addition, you will ensure comprehensive communications, change management, coordination between units and project management, and action tracking to meet the environmental, health and safety and associated compliance work outcomes for the Division.

Major Responsibilities

- Using project management concepts, coordinates the implementation of assigned projects with other initiatives, and provides senior management with timely, comprehensive reports identifying project objectives, results, changes and recommendations.
- Develops business cases, requests for proposals, project charters, work plans and other standard documents to support assigned programs and projects.
- Ensures effective teamwork, communication, high standards of work quality and organizational performance.
- Provides input into and assists the manager in administering the assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Manages and provides leadership in project development from inception stage to assessing funding, schedule and scope requirements as well as development of project Terms of Reference, and fully defining project deliverables.
- Determines and prepares key performance indicators to measure the effectiveness and efficiencies of programs and projects, and provides these to senior management.
- Provides and/or supports training to Section management and frontline staff regarding their EHS compliance, emergency response, business continuity and due diligence responsibilities.

- Reviews and updates material and documents findings, identifies any needed revisions, and makes recommendations on areas of continuous improvement to the Integrated Management System (IMS) and related programs, operations, procedures, and practices.
- Establishes and maintains professional and constructive relations with peers, City staff and management, Ministry of Labour and Ministry of the Environment regulators, and other key stakeholders. Actively exchanges knowledge and experience with peers and all Solid Waste Management Services staff.

Key Qualifications

Your application must describe your qualifications as they relate to:

1. Post-secondary education in relevant areas such as engineering or engineering technician (i.e., environmental, chemical, civil) or Chemical, Civil, or an equivalent combination of education and technical experience.
2. Project management experience in a public works environment.
3. Experience working in an operational environment or together with operations to deliver projects and project work in a manner that ensures detailed documentation, action planning and execution (Demonstrated experience supporting environmental, health and safety, emergency management and compliance work is an asset).
4. Experience working with the area of environmental, health and safety, and regulatory compliance and /or auditing (Working with management systems ISO 45001 and ISO 14001 considered an asset).
5. Experience in the preparation of annual regulatory reporting in the area of environmental, health and safety, and regulatory compliance (previous experience in reporting of ECA reporting, National Pollutant Release Inventory (NPRI) and ChemTRAC for example is an asset).
6. A current PMP Designation or a PMP Designation in progress would be considered an asset.
7. Effective communication and change management expertise (working with integrated waste management systems experts and teams is an asset).
8. Comprehensive knowledge of the Environmental Protection Act and Regulations, Occupational Health and Safety Act, and other relevant Municipal, Provincial, and Federal codes, bylaws, and regulations.
9. Proficiency in the use of computer software including Microsoft Excel, Word, PowerPoint, Project software.
10. Ability to work under pressure and prioritize activities to meet tight deadlines.
11. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity, and respectful workplaces.
12. Possessing a valid Province of Ontario Class "G" Driver's License in good standing is considered an asset.

Note To Current City of Toronto Employees

City of Toronto employees are eligible to apply for the posted job opportunity, but cannot hold two different jobs. To be considered for this job posting, you must indicate that you are a "Current City of Toronto employee" on the on-line application form, and provide your "Employee Number".

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 this 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 45318**, by **Monday, May 6, 2024**.

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 >.

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_U