



## THE REGIONAL MUNICIPALITY OF DURHAM

### Social Services Department

#### Project Manager (Regular Full-Time)

Job ID: 20564

Job Number:

Open: Aug 28, 2024    Close: Sep 16, 2024

#### **Diversity, Equity and Inclusion Statement**

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

#### **Project Manager, Affordable Housing Dev & Renewal**

Reporting to the Manager, Affordable Housing Development and Renewal, this position is responsible for providing the technical advice on planning, design, and construction management to support the delivery of affordable housing capital projects (new development and repair). The position also advances the community housing portfolio, including the Durham Regional Local Housing Corporation (DRLHC) portfolio management plan for capital repairs, and supports implementation of the Region's Master Housing Strategy on community housing and Region-owned sites.

The incumbent will:

- Manage the delivery of new mixed income and affordable housing development throughout the stages of design, tendering and construction.
- Manage contracts for capital repair projects for community housing sites through all stages of the process starting at procurement and ending with the end of the warranty period.
- Prepare and/or manage contracts for Building Condition Assessments and energy audits of existing community housing sites.
- Oversee all project planning activities with accountability for project goals, timelines, and expectations including coordinating all aspects of the projects and supporting the Division for the successful delivery of projects.
- Assist the Division in the development of comprehensive multi-year capital budget forecasts for new affordable housing development and the repair/maintenance of community housing assets.
- Manage and update the database for community housing capital asset tracking.
- Support the business case process for new affordable housing developments to obtain the required funding approval for the design and construction of projects.
- Manage the hiring of outside consultants to provide professional services through the Region's Request for Proposal process including preparing terms of reference, selection of consultants, managing consulting agreements, monitoring expenditures and providing oversight of the project, consultants, quality and timing.
- Monitor and manage project budgets to comply with the Region's Budget Management Policy.
- Provide support to enable the advancement of projects through the municipal development approvals process.
- Provide input into division budget and business plan development.
- Prepare reports to various Standing Committees, the DRLHC Board of Directors and Regional Council to support advancement of projects at various stages.
- Establish a common set of practices, principles, templates and methodologies for managing projects.
- Ensure adherence to project performance objectives, and implement recommendations for continuous improvement of the process.

The successful applicant will possess:

- A University Degree in Architecture, Engineering Sciences, Planning or related discipline.
- Extensive experience in capital construction projects management including the land development and planning approvals process in a municipal environment, managing consultants or staff delivering residential projects.



- Several years of supervisory experience.
- License as a Professional Engineer with the Professional Engineers of Ontario or Registration as an Architect with the Ontario Association of Architects of Limited Engineering License or Member of Ontario Professional Planners Institute or designated Project Management Professional in accordance with the Project Management Institute would be considered an asset.
- Knowledge of the theory, principles and practices related to building design, construction, architectural and engineering principles.
- Extensive experience in the administration of contracts using the various types of Canadian Construction Documents Committee contracts, including Stipulated Price Contract, Construction Management Contracts and Design-Build Stipulated Price Contracts.
- Experience in developing Requests for Proposals for consulting services and contract services.
- Demonstrated knowledge of relevant Standards, Acts and Regulations.
- Strong leadership, political acuity and time management skills.
- Excellent interpersonal skills, effective verbal and written communication skills, negotiation, analytical and problem solving skills.
- The ability to work independently with competing pressures.
- Valid Ontario Driver's License and access to reliable transportation.

### **Management & Exempt Salary Grade 5**

- Salary: \$89,448 to \$111,810 per annum

### **Conditions of Employment**

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

### **External Application Process**

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online at <https://bit.ly/3MsnLOZ> no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca) and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca).

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