



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: PROJECT MANAGER
Job Code: AMAPCEO - Engin Survey SuppA/UTEN17, 17TEN
Job ID: 18459

Purpose of Position:

To coordinate and direct the activities of assigned technical or professional staff necessary for the planning, preliminary design and detailed design of a number of work projects, some requiring public participation. Providing liaison with other ministries, government agencies, and the private sector. Ensuring that all designs and contract documents are efficiently produced, complete and technically sound, according to established policies and standards.

Duties/Responsibilities:

Under the direction of an Area Manager or Area Engineer is assigned a combination of projects:

- 1) Coordinates, directs and supervises technical staff working on assigned projects.
- 2) Determines staff requirements, assigned projects, establishes work schedules, reviews work progress and provides technical guidance.
- 3) Assesses individual work performance, recommends training courses, approves subordinate time sheets and resolves referred personnel problems or recommends further disciplinary action.
- 4) Represents the Planning and Design Section as member of task force or committee member.
- 5) Arranges meetings and maintains liaison with other offices and agencies.
- 6) Determines field inspection, design requirements, and recommends solutions to referred construction and maintenance problems.
- 7) Prepares material for OMB hearings, Hearings of Necessity, Coroners Inquests, etc.
- 8) Prepares replies to ministerial inquiries and to the public.
- 9) Prepares legal agreements for appraisals.
- 10) Prepares internal technical reports and recommends solutions to minimize adverse environmental effects.
- 11) Issues survey requests, title search requests, and supervises the preparation of property request plans, utility relocation plans and attends scheduled meetings.
- 12) Updates periodically cost estimates for assigned projects.
- 13) Presents design proposals to municipal councils for approval and arranges and conducts public information centres.
- 14) Supervises and directs, during various times of the year, assigned staff on loan (up to approximately 15 at a time). These staff on loan are usually from Construction or the Geotechnical Section. The assignments may extend for periods up to 5 months.

Knowledge:

Work requires a thorough knowledge of theory, principles and practices of highway engineering and practical knowledge in the field of highway planning, design, drainage and construction procedures. Work also requires the ability to supervise, administer and organize work groups to meet schedule dates for work projects. Skill is also required in assessing alternative proposals and developing recommendations for presentation to senior officials and to the public. Sound knowledge of the related Acts, regulations and standards (Federal and Provincial) as they apply to any given project. This knowledge is normally acquired through formal education plus many years related experience.

Judgement:

Works under the general direction of the Area Manager or Area Engineer. Within the scope of his knowledge, applies judgment in assessing solutions to engineering problems in terms of engineering quality, economic benefits and environmental impacts. Initiative and judgment are required in assessing ability of technical staff, assigning project work to optimize production and reviewing progress. Routine engineering problems are solved in accordance with current ministry policy and procedures. Judgment is exercised in assessing situations which require deviations from established policy, procedure or standards. Direction is sought from its Supervisor when addressing major deviation. Recommends adjustments to projects, schedules and priorities as circumstances alter. Work is performed independently within assigned project(s). Alternative proposals and recommended solutions are referred to Supervisors for approval. Completed work assignments are accepted as accurate and only subject to review.

Accountability - Programs:

Program delivery of a number of projects.

Accountability - Personnel:

Personnel performance. Supervises, assigns work, establishes schedules, approves time off, appraises staff, recommends merit increments, recommends disciplinary action. May on occasion provide comments for staff selection for promotion. Responds to Stage 1 grievances.

Accountability - Finance & Material:

Financial implications of Design.

Accountability - Impact of Errors:

Failure to make efficient use of staff or to schedule work correctly could adversely affect ministry construction programs. Improper or inaccurate contract design or data could result in the delay of contracts, additional costs and possible embarrassment to the ministry.

Errors in judgment or design matters could result in increased design and construction costs. Inappropriate design solutions could lead to unnecessarily high costs.

Contact - Internal:

Frequently with District, Regional and Head Office staff up to and including District Engineers, Regional Director and Section Heads respectively; occasionally with Office Managers in Head Office, to obtain approval, clarify policy; provide information relating to work projects.

Contact - External:

Occasionally with representatives of other provincial and federal government ministries, departments and agencies; municipal councils; and the public, to provide and/or exchange information relating to the work project.