The City of Orillia is hiring a
Project Manager

The City of Orillia is less than 90 minutes from the Greater Toronto Area. Even though growth and progress have been strong in recent years, the Sunshine City has worked hard to retain the small-town charm that has captivated generations. The quality of life is unbeatable in this city surrounded by two lakes, where outdoor pursuits are available in all seasons and are enjoyed by both visitors and residents.

The City of Orillia is currently seeking a highly motivated individual to fill the position of **Project Manager.**

The City does not use artificial intelligence in the hiring process. All job applications are reviewed personally by the appropriate Department/Division. This is an existing position that is currently vacant.

Reporting to the Director of Capital Projects, the Project Manager is responsible for the project management and administration of capital infrastructure projects which include roads, sewers, watermains, parks, and collection and distribution facilities, assist with infrastructure programs and manage Project Officials.

The City of Orillia offers a competitive salary, a comprehensive benefits package, and registration with the OMERS pension plan. The salary for this position is $110,181 to 128,896 based on a 35-hour work week.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **March 2, 2026 at noon.**

Applications will only be accepted by applying online at careers.orillia.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001,S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.

City of Orillia | Development Services and Engineering

Project Manager

Project Manager

Position Synopsis and Purpose

Reporting to the Director of Capital Projects, the Project Manager is responsible for the project management and administration of capital infrastructure projects which include roads, sewers, watermains, parks, and collection and distribution facilities, prepare Council reports, assist with infrastructure programs and manage Project Officials.

Major Responsibilities

Description	Approx. Time Spent (%)
Programs/Service Delivery ▪ Lead and manage the preparation of plans and tender documents for capital infrastructure projects including design of roads, sewers (sanitary and storm), and watermains. ▪ Manage the delivery of capital infrastructure construction projects. This entails regular presence on-site to effectively manage the projects. ▪ Prepare all tender documents, approve contractor payments, including change orders, prepare and monitor budget for all projects. ▪ Liaise with regulatory agencies, municipalities and utilities regarding development and construction of capital infrastructure projects. ▪ Price, recommend, and supervise consultants for work on City projects. ▪ Provide technical and project management advice to outside contractors and agencies regarding various construction issues.	60%
Policies & Administration ▪ Review and analyze bids received and prepare Council reports. ▪ Review and analyze proposed construction changes and make field decisions regarding construction issues. ▪ Review, analyze and evaluate tender documents and plans prepared by consultants. ▪ Develop and recommend engineering standards. ▪ Resolve construction claims and complaints from contractors, and the public. ▪ Price, recommend, and supervise consultants for work on City projects.	15%
Financial Management	

▪ Prepare all tender documents, approve contractor payments, including change orders, prepare and monitor budget for all projects. ▪ Authorize approval of submitted invoices. ▪ Prepare and administer detailed cost estimates as well as capital budgets for various infrastructure projects. ▪ Price, recommend, and supervise consultants for work on City projects.	15%
Human Resources ▪ Select, train and motivate personnel, coordinate staff training, evaluate employee performance and work with employees to correct deficiencies. ▪ Ensure all staff are properly trained, and that safe program conditions and practices are maintained. ▪ Provide supervision and leadership in construction administration and inspection to field employees.	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Decision Making and Independence

1. Examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

- Address and resolve issues that are raised by design engineers, and contractors that impact the delivery of the project.

2. Examples of situations or problems that are referred to the supervisor for direction or resolution.

- Major Issues that impact scope, scheduling, that impact the completion of the project within the approved budget.
- Issues that impact price of the contract to the extent that higher purchasing authority is required

Minimum Qualifications

Education (degree/diploma/certifications)

- Three-year post secondary education in related field with an OACETT, Professional Engineer or C.E.T. designation.
- PMP designation would be an asset.
- AutoCAD skills would be an asset.

City of Orillia | Development Services and Engineering

Project Manager

Experience

- Minimum five years' experience in project management, design and construction of municipal infrastructure.
- Working knowledge of Federal, Provincial and Municipal standards, guidelines, legislation and agencies.

Knowledge/Skills/Ability

- Ability to exercise a high level of independence with excellent organizational and time management skills to handle competing priorities.
- Well-developed interpersonal and team skills to lead and/or participate on multi-disciplinary teams and cross-functional activities and projects.
- Excellent judgement, organizational, verbal, and written communication skills.
- Strong interpersonal skills and ability to work in a team environment.
- Excellent time management.
- Advanced computer skills using SharePoint, MS Office applications, including Word, Excel, PowerPoint, Email, and the Internet.

Physical Demands

- Sitting, standing, or walking.
- Work is conducted in a standard office environment with continual visual concentration required.
- May be required to work in outside weather conditions and may be exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- Appropriate protective equipment (PPE) to be worn when working with or around hazardous chemicals and/or equipment.

Position Requirements

- Valid Class 'G' Ontario Driver's License and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required prior to the commencement date.
- Attendance at meetings, seminars and conferences as required. .
- Must have a high-speed internet connection and a proper workstation at a home location to enable remote work. Please refer to the Working From Home procedure.
- Work from home is not permitted during active construction projects from April 1, through October 1.

City of Orillia | Development Services and Engineering

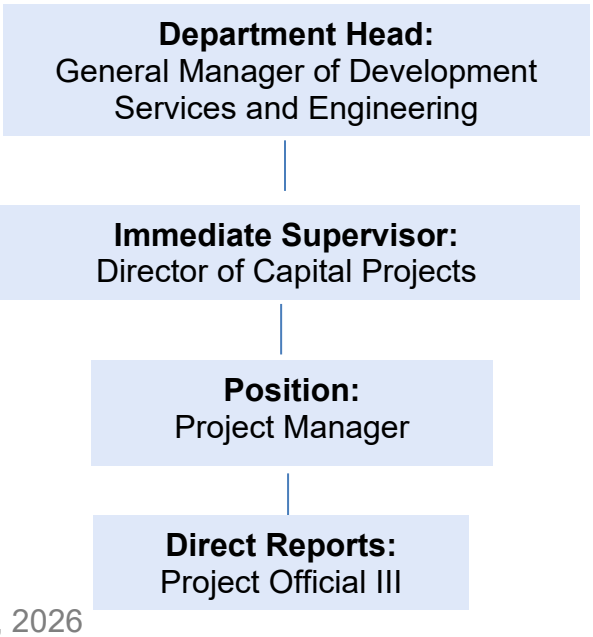
Project Manager

Position Classification

Position Title: Project Manager	**Division:** Infrastructure Capital Projects
Department: Development Services and Engineering	**Classification:** Exempt (non-union)
Work Location: Orillia City Centre	**Reports to (Direct):** Director of Capital Projects
Position(s) Supervised Directly: One	**Position(s) Supervised Indirectly:** N/A
Effective Date: February 9, 2026	**Revision Date:**
Salary Range: Category 7 - Exempt Salary Schedule	**Hours per Week:** 35

Organizational Chart

Below is the reporting relationship of this position to others within the immediate department.



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