



POSTING
Environmental Project Supervisor
Full-time Two-Year Contract

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township is committed to developing leaders who are passionate about making a difference. We support leaders to grow their strengths in managing others. Plus, we like to have fun while accomplishing great things for our residents! As the fastest growing municipality in eastern Ontario, we have many exciting projects on the horizon including Bath WTP Intake Rehabilitation, Amherstview WPCP Headworks and Biosolids Upgrades, Violet Landfill Source Separated Organics pilot project, lead the implementation of the Climate Action Plan, and many more. It is an exciting time to be part of the Loyalist Township team.*

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Skilled Leader? *You bring a positive approach to challenges with a can-do attitude. You value making a difference for the public and contributing to a great team environment. You bring technical expertise in the areas of project management with regards to water and wastewater systems, sustainable environment practices, and infrastructure planning. You want to grow and develop as a leader of others. You have experience with project management, implementing capital projects, technical review and administration of Municipal infrastructure projects and climate action initiatives.*

File No: 2023-03 Environmental Project Supervisor (2-Year Contract)
Hours: 35 per week
Salary: \$85,170-\$101,480 annually, dependent on qualifications & experience
Closing: January 29, 2023 (11:59 P.M.)

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[**APPLY NOW!**](#)



JOB DESCRIPTION

POSITION TITLE: ENVIRONMENTAL PROJECT SUPERVISOR

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: ENGINEERING & ENVIRONMENT MANAGER

CATEGORY: CONTRACT, FULL-TIME, NON-UNION

UPDATED: JANUARY 2023

POSITION SUMMARY:

This position is responsible for leading and managing the delivery of project design and construction services for Township environmental projects. This position provides project planning, design, inspection, administration and, when required, direct supervision for a broad range of municipal infrastructure projects, primarily for the Utilities department, and for other Township projects as assigned. The Project Supervisor will be responsible for the supervision of Township staff and the procurement of consultants, specialists and contractors involved with specific projects. The primary role of this position is to ensure that water and wastewater systems projects are completed in a safe, timely and efficient manner. This position collaborates with community groups and ensures sustainable environmental practice opportunities are maximized across the Township departments and their infrastructure needs. This position leads the corporate Climate Action Plan, developing environmental plans, policies and procedures and supporting related long-term infrastructure planning. Attendance at evening meetings, including Loyalist Township Council Meetings, is occasionally required.

MINIMUM QUALIFICATIONS

Education and Experience:

- Professional Engineer (P.Eng) registered with the PEO with 5 years related experience, OR registered membership with OACETT with 7 years related experience
- Project Management Certification (PMP) an asset;
- Experience applying engineering principles relating to municipal infrastructure, environmental protection, and sustainability.
- Experience in project management, leading a team of both internal and external stakeholders to an optimal outcome.
- Experience applying and working with relevant legislation and policy frameworks.

- Must possess and maintain a valid driver's license, Class 'G' and have access to reliable personal transportation for corporate use.
- Contemporary staff supervisory skills including knowledge of collective agreement administration and interpretation, labour relations principles and practices, and relevant employment legislation.

Knowledge, Skills, Abilities:

- Thorough knowledge of Federal and Provincial Standards, Acts and Regulations that pertain to environmental protection, energy efficiency, waste, water and wastewater systems, as well as the Occupational Health and Safety Act (OHSA).
- Ability to read, understand, and evaluate engineering drawings and proposals, and related documents.
- Knowledge of Municipal procurement procedures and experience creating procurement documents (RFP, RFQ, etc.).
- Understanding of program development process and implementation of new initiatives, including planning, costing, implementation strategies, and building in feedback and evaluation techniques.
- Knowledge of construction activities, contract management and contract law.
- Computer proficiency in a variety of applications including Microsoft Office, web and cloud-based project management software, knowledge of CityWide software would be an asset.
- The ability to influence, guide, and support decisions through highly evolved interpersonal skills to build trust and cooperation; professional and effective liaison with elected officials and other stakeholders; ability to deal with conflicting views with tact and diplomacy, mediation, and conflict resolution skills.
- Strong verbal and written communication skills, with the ability to be professional, concise, and accurate.
- Demonstrated flexibility, organizational, and prioritization skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands and some urgency.
- Ability to use engineering knowledge and critical thinking skills to make sound and timely decisions under stressful conditions.
- Ability to complete projects as assigned with minimal supervision.
- Understanding of the dynamics of a political organization and maintenance of confidentiality, while navigating politically sensitive situations.
- Ability to provide internal and external customer service in a courteous manner.
- Thorough knowledge of standard construction contracts: MEA agreement, CCDC 2, CCDC 14, etc.

KEY RESPONSIBILITIES

General:

- Lead the implementation of the Township Climate Action Plan.
- Develop environmental initiatives and associated policies and objectives for the ultimate achievement of the Strategic Plan.
- Assist in the development of the Township's capital budget.
- Provide liaison, as directed, with other government agencies, and the public, by attending various meetings and participating on committees on behalf of the Department.
- Prepare and/or assist in the preparation of Environmental Assessment documentation for various Township initiatives.
- Assist with the on-going development, researching, and maintenance of municipal engineering design standards, policies and procedures.
- Be responsible for specified components of the Drinking Water Quality Management System of each water system owned by the municipality, including:
 - Act as primary contact between the contractor and Loyalist Township Utilities.
 - Coordinate the review of design specifications with Loyalist Township Utilities Staff, provide technical comments for proposed system development, upgrades or rehabilitation and report recommendations to Management.
 - Review design specifications for assigned projects to ensure compliance with provincial guidelines, issued Drinking Water Permit for the system and Township specifications and report recommendations to Management.
 - Inspect installation of new or upgraded components of the system, as delegated, and report findings to Management.
 - Ensure that all required QMS forms for infrastructure modifications are completed in compliance with the Drinking Water Permit.
 - Ensure that related documentation is updated as necessary for the project assigned. The documentation includes, but is not limited to, Operation & Maintenance manuals, system description in the Operations Manual, control narrative, as-built drawings, permits and licenses.
 - Attend QMS awareness training.
- Monitor, collect, and interpret data required for infrastructure assessment and modifications.

Project Management:

- **Project Planning and Execution:**
 - Prepare the Project Management Plan, including Project Charter, Budget, Schedule, Risk Register and Organizational Chart;
 - Obtain necessary permits, approval and other regulatory approval required for the facility construction project;
 - Ensure site safety, environmental standards, quality of materials and quality of workmanship meet or exceed identified standards;
 - Complete applications for grant and funding programs and assist in the administration of these programs if the application is successful.
 - Complete technical reports for internal and external requirements, including design briefs.
 - Prepare and review various procurement documents such as construction tenders, service and/or supply contracts, and requests for proposals for engineering services, and recommend the successful bidder while adhering to the Loyalist Township Procurement By-law.

- **Project Monitoring and Control:**
 - Provide construction management services for projects assigned.
 - Monitor and manage on-going capital expenditures as assigned.
 - Monitor the project schedule and adjust as required. Provide realistic forecasts to user groups. Protect the Township from project delay claims.
 - Control the project scope through the use of a well-defined project charter. Identify to the project user group deviations to the project scope and the implications of these changes (ie. Budget, schedule, risk, etc.)
 - Direct, advise, and evaluate engineering consultants, Township staff, and contractors retained by the Township to ensure quality control, schedule control, contract compliance, and project completion.
 - Review, critique and approve design work, drawings, and specifications completed by engineering consultants retained by the Township, including briefing staff on the future impacts of the proposed designs.
 - Ensure that all project components receive required permitting and conform with all municipal standards and policies, existing permits and approvals, provincial legislation, and federal legislation.
 - Ensure that all project components comply with the Occupational Health and Safety Act and its regulations, including permitting and insurance requirements.

- Perform quality assurance for operation and maintenance Manuals, operations manuals, control narrative, and as-built drawings for newly constructed infrastructure.
 - Work with Contractors, Consultants and Utilities staff to complete commissioning of capital and maintenance projects.
- Project Close-out:
 - Complete asset reporting.
 - Complete Lessons Learned reports at the end of projects.
 - Close-out all open permits and approvals.
 - Turnover all project documentation including as-builts, operation manuals, etc. to relevant staff.
 - Monitor warranties and coordinate repairs as necessary.

Communications:

- Uphold high level of customer service standards by providing prompt, courteous, and informative responses to inquiries from various parties.
- Work with Corporate Services Communications staff to provide project information to Township residents and other stakeholders. This is done using numerous tools available including social media, utilities inserts, Township Website project pages, hand delivered letters, Township signs, etc.
- Organize and attend public information centres and manage public concerns that arise with respect to the project.
- Provide bi-weekly project updates to stakeholders, keeping all parties apprised of the project status.
- Respond to concerns related to environmental activities raised by the general public, staff, Council, and other agencies.
- Provide direction, training, and advice with respect to new infrastructure and on-going capital projects, as required.
- Under the guidance of the Engineering & Environment Manager, prepare reports and recommendations for Council and the CAO on corporate and departmental matters, including long-term planning, project technical information and status updates, budgets, and external committee information.
- Facilitate communications between Consultants, Contractors, Approval Authorities, etc. and the project user group (i.e. Utilities Department).
- Daily communication with Economic Growth and Development Services staff (management, operations and administrative) and other Municipal staff. Occasional communication with Loyalist Township Councilors.
- Regular communication with external engineering consultants, contractors, external agencies, and Township residents.

Human Resources Management:

In conjunction with Human Resources support, and in cooperation with Supervisors, manage the employee life cycle and talent management processes for Engineering and Environment Division teams. This includes:

- Supervise temporary and permanent staff hired to work on assigned projects and programs.
- Maintain up-to-date job descriptions.
- Hire quality candidates who meet the job requirements and organizational culture.
- Ensure the performance management process is continual, by providing frequent caring, positive and constructive feedback to staff, focusing on strengths and opportunities for development, completing the performance dialogue process.
- When necessary address performance improvement requirements in a timely and consistent manner, utilizing progressive discipline where required.
- Ensure attendance management is addressed and seek means to support staff who have accommodation needs, while also addressing culpable problems, such as lateness, consistently.
- Perform employee relations duties to address complaints, and work with union partners as needed to collaborate on problem-solving and be prepared to participate with HR in the grievance process by providing facts and documentation.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.

Working Conditions:

- Work environment varies from normal office environment to outdoor infrastructure and construction sites.
- May be seated or standing for long periods (3-4 hours).
- May be required to work outdoors in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Required to work some extended hours during construction projects and attend meetings outside of regular office hours.
- Required to work within and around water and sewage infrastructure where there are hazards of drowning, falls, exposure to chlorine or hydrogen sulfide gas, and exposure to biological hazards and materials that can cause disease, and exposure to sensory elements including smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.