



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

PROJECT MANAGER

The Project Manager is responsible to plan, organize, undertake and evaluate day-to-day activities associated with procurement and execution of infrastructure development and maintenance projects, including scheduling, researching, preparing requests for proposals and tenders, coordinating, developing budgets and reporting on all aspects of assigned infrastructure capital projects from conceptual development stage through to construction and project commissioning.

General activities and functions include, but are not limited to:

Project Management

- Manage all aspects of the project's lifecycle, from planning to closeout, ensuring adherence to the commitments on budget, scope, quality, schedule, strategic impact and project deliverables.
- Manage the delivery of assigned infrastructure development and maintenance projects. Projects are multi-disciplinary projects and will vary in size from \$5,000 - \$75,000,000.
- Work collaboratively with Business Unit management team to develop project needs and/or business cases to support projects. Maintain working relationship with Business Unit management team during the life of the project to ensure successful delivery of each project.
- Work collaboratively with internal and external stakeholders during all phases of each project to define and ensure their requirements are incorporated into the project scope.

- Formulate and develop land use or community plans and present project plans to government agencies and authorities for approval which includes holding public meetings to present plans, proposals or planning studies to the public and waterfront interest groups.
- Lead projects through the environmental approvals, permitting and implementation stages, which would include comprehensive planning exercises, environmental assessment projects, and conduct reviews of consultant reports to ensure compliance with applicable legislation.
- Manage procurement of various consultants', contractors' or goods and services contracts. Evaluate proposals / bids and ensure compliance with PortsToronto Procurement Policy.
- Manage performance of consultants and contractors in the delivery of project scope elements.
- Develop and maintain project governance, including permitting, schedules, budgets and monthly cash flows for all assigned projects and ensure projects are completed within available budgets and schedules.
- Coordinate and monitor activities for assigned projects and provide status updates. .
- Coordinate and monitor projects and take action to ensure performance.
- Coordinate and follow-up on RFP/RFI's and site instructions with the consulting team (when used) or directly with contractors when no consulting team is present.
- Oversee project correspondences and prepare project related emails, letters, proposals, memos, meeting minutes and other documents.
- Coordinate activities, resources, equipment, and information between multiple internal and external partners.
- Chair project meetings and follow-up with outstanding tasks.
- Track overall project metrics and ensure that projects are completed on time and issue reports concerning project progress, construction review and budget summary.
- Manage progress payment requisitions, budget summaries, etc.
- Coordinate with all PortsToronto business units for any work, including with airport operations, either airside or groundside, Marine Terminals Management and Security for any work involved with terminal operations, Outer Harbour Marina, etc.
- Preparation of monthly project reports, Board memos and various other reports.
- Administer and oversee various third-party / tenant projects under PortsToronto's Facility Alterations Permit (FAP) process.

QUALIFICATIONS:

- Technical College or University degree in Construction/Civil Engineering with field engineering experience and/or Certificate in Project Management (PMP) **are required.**
- Minimum five (5) years project management experience, overseeing infrastructure projects.
- Experience in large scale airfield rehabilitation / new construction projects would be considered an asset.
- Experience in large scale marine projects would be considered an asset.
- Experienced at working with government and/or government business agencies on delivering projects.
- Proven track record of successfully managing multiple projects in the past 5-7 years, on time/on budget.
- Ability to assess risk, determine size and scale of risk and recommend approaches to decrease risk variables.
- Ability to plan and organize the procurement and execution of capital projects assigned.
- Solid experience and understanding of project delivery principles as outlined by the Project Management Institute.

- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build relationships and be a team player.
- Excellent communication skills both oral and written.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgment and the ability to effectively problem solves and/or escalates accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Very proficient with Excel, Word, Outlook, Microsoft Project and AutoCad etc.
- Fluency in both official languages, English and French, Oral and Written is an asset

SPECIAL CONDITIONS

- Criminal record check will be conducted on hire.
- Must be able to obtain and retain Transport Canada Security Clearance
- Credit check will be conducted on hire.
- Annual Driver's License validity check, as applicable.
- Flexibility to work occasional extended hours or weekends, as the need arises.
- Position is mobile, requirements to travel to all business units as needed is required

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com

In the Subject Line state: **Project Manager**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.