

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Project Manager, Capital Projects

Department:	Community Services
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday to Friday, 35 hours per week
Salary Range:	\$137,992.40 to \$152,952.80, annually
Work Location:	2460 Brock Road, Pickering, ON
Apply to:	Elizabeth Nimmo – Human Resources Generalist, Learning & Development
Date Posted:	Thursday, October 15, 2026
Deadline to Apply:	Thursday, November 5, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Project Manager, Capital Projects.

The incumbent is responsible for coordinating and managing the construction administration of major facilities-related capital projects, including development of budgets, preparation and evaluation of procurement documents, and preparation of related and administrative studies, memos and reports. The incumbent also directly assists the Manager, Facilities Capital Projects in the long-term planning and implementation of major facilities-related construction projects and related Corporate initiatives.

Primary Responsibilities

- Manages assigned major facilities capital projects and related work, serving as primary point of contact and ensuring compliance with the Corporation’s standards, industry best practices and in accordance with applicable laws.
- Assigns work and provides supervision, technical advice and direction to staff regarding facilities capital projects and related work. Checks work in progress and upon completion, ensures compliance with project close out procedures.
- Defines and develops required scopes of work and services. Manages all project-related procurement work required within approved schedules and budgets.
- Provides technical advice, written and oral reports, presentations, project resources and assistance on facilities assets and capital projects to other work groups and departments throughout the corporation, occasionally including Mayor and Council, stakeholder groups and members of the public.
- Provides support and input to annual and forecast capital budgets for facilities-related projects.
- Ensures that the planning, scheduling and execution of assigned facilities capital projects aligns with the Corporation’s needs, strategic goals, policies and procedures, including the timely submission of draft reports to Council and committees.
- Oversees the work carried out by consultants and contractors on assigned facilities-related construction projects, including participating in and/or leading related site, construction and consultant meetings.
- Participates in and/or conducts meetings with residents, community interest groups, members of the general public, staff stakeholders, consultants and contractors on project-related matters.

- Facilitates and coordinates with authorities having jurisdiction to obtain all required approvals for assigned projects.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary Degree in Project Management, Architecture, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Membership in the Ontario Association of Architects (OAA) or related, accredited professional association is an asset.
- Five years of progressively more responsible work-related experience in capital projects, to include at least three years at a supervisory level, preferably in a municipal environment.
- Proven competence and technical knowledge of various trades and systems involved with building construction (architectural, structural, civil, mechanical and electrical), building technologies and related infrastructure.
- Awareness of sustainable construction practices, standards and technologies is an asset, including related designations.

Knowledge, Skills and Abilities

- General knowledge of construction-related applicable law, including awareness of health and safety legislation and regulations applicable to facility operations.
- Proficient in the use of PC equipment and related software applications (MS Office Suite and MS Project). Working familiarity with graphic editing software (AutoCAD, Adobe Photoshop, etc.) is an asset.
- Strong leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of employees, contractors and vendors.
- Ability to work with multiple priorities in an active and dynamic environment.
- Extensive and comprehensive working knowledge of construction administration, standard forms of contracts, multiple project delivery methodologies and applicable law.
- Ability to read, understand, navigate and communicate proficiently regarding technical drawings, specifications and details for building construction and renovation projects.
- Demonstrated ability to exercise effective budget control.
- Must be medically and physically fit to perform the duties of this position.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must hold, or acquire within six months, current Standard First Aid and Basic Rescuer CPR-C certificates.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Driver’s Licence. Must provide consent to conduct regular driver’s abstracts through the Ministry of Transportation. A clean driving record is preferred

Additional knowledge, skill and abilities may apply and will be outlined in the Job Description.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview 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* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

