



100 John West Way  
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L4G 6J1  
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[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## **EMPLOYMENT OPPORTUNITIES**

Division of Human Resources

# **Program Manager, Facility Capital Projects**

## **Permanent, Full-Time**

### **\$77,209 to \$94,757 per year**

Reporting to the Manager of Facilities Management, the Program Manager, Facility Capital Projects is responsible for leading and delivering capital projects for facilities owned and managed by the Town. The Program Manager, Facility Capital Projects will oversee teams and technical professionals in the planning, design, implementation and contract management of all facility construction/renovation and lifecycle projects. This role will lead technical studies and provide advice, ensuring compliance with legislation, contributing to annual plans and policies and conducting research on industry trends. The Program Manager will act as a liaison between contractors, consultants and other stakeholders to ensure that all aspects of Town facility capital projects are delivered effectively and adhere to the project management methodology, financial tracking and control process.

To be considered for this position you will hold a University Degree in Architecture or Engineering Sciences and have at least five (5) years of demonstrated experience in the design and construction of a variety of building types, involving the development of plans and specifications, contract and project management activities, financial monitoring, leading multiple project teams and demonstrated leadership experience in a municipal government or public sector environment. A Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) designation will be considered an asset. You will have knowledge of the theory, principles and practices related to building design, construction, architectural, engineering principles and working knowledge of applicable Federal/Provincial Building Codes, the Construction Lien Act, Municipal By-Laws and other relevant Standards, Acts and Regulations. Strong computer literacy utilizing MS Office Suite (Word, Excel, PowerPoint, etc.), Internet applications and construction control software (AutoCAD, MS Project, etc.) and Capital Planning Priority Systems. You will have the ability to work effectively with all levels of staff and government, elected officials, consultants, various professionals and the general public. This role requires the availability to work unscheduled overtime and attend meetings or events scheduled beyond regular work hours from time to time, as well as possession of a Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.

### **Police Criminal Record Check Requirements**

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **June 18, 2019** quoting reference number **19-28**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.