

## EMPLOYMENT OPPORTUNITY

### PROJECT MANAGER – PLANNING, CONSTRUCTION & DEVELOPMENT (CONTRACT POSITION UP TO 3 YEARS)

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

**We are currently seeking a Project Manager - Planning, Construction & Development to join our team.**

Reporting to the Director, Development Services and Engineering, the Project Manager is responsible for project management for some of the Municipality's construction and development projects including financial and project management related to grants and capital projects, research and data collection, procurement, stakeholder engagement, partnership management, budget management, and progress reporting. The role involves managing the Municipality's initiatives under the Housing Accelerator Fund (HAF) agreement with CMHC to ensure these are completed on time.

***Hourly rate of \$43.49 - \$53.46 (plus 6% in lieu of vacation)***

*Please note, this is a contract position with funding provided by an external agency. The length of the contract is not expected to exceed 3 years; however, may be less depending on decisions made by the external funding agency, which the Municipality does not control.*

***The ideal candidate will possess:***

- ✓ A minimum of 5 years experience in project management directly related to design and construction including tendering processes and contract administration.
- ✓ College or Bachelor's degree in Architecture or Engineering, Urban Planning or a related field.
- ✓ Project Management Certification or PMP designation would be considered an asset.
- ✓ Experience with developing Request for Qualifications/Proposals in a municipal environment ensuring adherence to Procurement Policy and Procedures.
- ✓ Valid Ontario Driver's License (Class G).
- ✓ Experience and knowledge of Microsoft Office suite of programs including Word, Excel and PowerPoint.
- ✓ Strong understanding of municipal, federal and provincial legislation, program guidelines, and funding requirements.
- ✓ Excellent communication, organizational, and leadership skills.
- ✓ Strong interpersonal skills working with members of the public, developers and applicants, external agencies and a variety of internal municipal departments.
- ✓ Ability to work collaboratively with cross-departmental teams and stakeholders.
- ✓ Excellent at planning and organizing projects.
- ✓ Proficiency in AutoCAD and GIS programs is considered an asset.
- ✓ Experience with municipal-led projects and housing development/initiatives.
- ✓ Proficiency in project management software and tools.

***The Municipality of Mississippi Mills offers:***

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program...and so much more.

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for no later than **Noon on March 21, 2025**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

***The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.***

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.*