

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, Special Projects

Department:	Economic Development & Strategic Projects
Classification:	Full-time, Contract (until February 2027)
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$117,681.20 to \$130,439.40 annually (Non-Union Pay Grade 8)
Work Location:	City Hall, One the Esplanade South, Pickering, ON
Date Posted:	Monday, March 17, 2025
Deadline to Apply:	Sunday, April 13, 2025

Job Summary

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

The successful incumbent manages, coordinates and participates in highly complex and multi-disciplinary projects on a wide variety of strategic planning and municipal & regional initiatives. Responsibilities include; providing technical guidance, researching, analyzing, preparing and presenting material related to various corporate and strategic projects. In consultation with the City Development Department, the incumbent will also develop recommendations for consideration by City, Regional and Provincial Officials, politicians and senior staff.

Primary Responsibilities

- Manages, coordinates, implements, and participates in highly complex, multi-disciplinary Corporate projects on a wide variety of strategic and other related matters, including; current and emerging municipal policies, strategic and special studies, project management, visioning exercises, and activities of other agencies, municipalities and levels of government.
- Prepares Reports to Council or Committees of Council, and provides professional advice and strategic input to senior staff and Council on various strategic projects and related matters.
- Formulates and substantiates preferred and alternative recommendations on a wide variety of Municipal development matters for the consideration of the Director, Economic Development & Strategic Projects and the CAO. Provides advice on the Department's strategic initiatives, policy development, performance measurement and Municipal and governance issues.
- Undertakes necessary analyses, consultations, and research including public consultation in accordance with Corporate Policy and applicable Provincial legislation.

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

- Successful completion of a degree in Urban Planning, or an Honours degree in a related field.
- Project & Program Management Training is an asset.
- Full membership in the Canadian Institute of Planners, RPP Designation would be considered an asset.
- Five years of progressively more responsible work related professional municipal experience, preferably in a municipal environment and/or real estate industry. Experience to include at least two years in a leadership role.

Knowledge, Skills and Abilities

- Thorough knowledge and understanding of the *Planning Act* (Ontario), regulations and procedures, Regional and Provincial Plans and policies, planning and land development practices, the LPAT (formerly OMB) processes, and emerging municipal planning/development principles would be an asset.

- Excellent analytical problem-solving, organizational communication (written and oral), report writing, presentation, leadership, coaching, mentoring, team building, project management, negotiation, conflict resolution and customer service skills.
- Proven ability to synthesize, evaluate and interpret highly complex issues and information from a wide variety of sources; evolve clear recommendations, concepts and strategies; and convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Proven ability to coordinate major projects and multi-jurisdictional initiatives.
- Ability to exercise judgment in a rational and informed manner appropriate to the situation, obtain consensus, and resolve issues.
- Demonstrated ability to develop creative solutions in response to a wide variety of land use, and planning policy issues, within a dynamic, fast-paced, multi-stakeholder environment.
- Ability to work independently, as a team leader, or as a member of a team with minimal supervision.
- Ability to represent the Corporation at LPAT hearings, court proceedings, tribunals, council/committee meetings, and other functions.
- Ability to identify priorities, and organize and coordinate a variety of job responsibilities having simultaneous deadlines, changing priorities, and multiple reporting relationships, and to coordinate the input of other support staff.
- Proven ability to maintain effective working relationships with all levels of employees, elected officials, consultants, developers, and the community, and to maintain a professional outlook in an atmosphere of competing interests and time constraints.
- Demonstrated proficiency in the use of personal computers and Windows based software applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Driver’s Licence. A clean driving record is preferred.

Compensation also includes optional participation in our 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.

