



JOB DESCRIPTION

Job Title:	Project Lead		
Job Number:	1396	Jurisdiction:	CMM
Division:	Citizen Services		
Department:	Solid Waste Operations		

NATURE OF WORK:

This position is responsible for the independent management of small to medium sized business projects in addition to project administration and support for projects of all sizes. Under the direction of the Senior Landfill Engineer, Environmental Services, the Project Lead oversees the completion of project tasks and monitors adherence to project management process standards. They apply their knowledge of industry best practices in project delivery and administration to their key duties, including oversight of waste-related geomatics projects and programs, constructions project management, task planning, and contract administration.

DUTIES AND RESPONSIBILITIES:

Lead small to medium projects independently as well as portions of large projects under the direction of the Landfill Senior Engineer, Environmental Services, or delegate. This would include, but not be limited to, monitoring work efforts, assigning resources, delegating tasks, and reporting.

Lead multidisciplinary project teams in the successful completion of small to medium sized operational projects throughout the project lifecycle within the constraints of time, scope and cost while achieving the project objectives.

Research specific project issues related to assigned projects, or those issues brought forward the senior engineer or Management.

Facilitates the projects in the initiation, close out and post implementation review activities, as well as co-ordinate post project requirements.

Support the Solid Waste Operations Branch for all project related activities and documents, all project-related assignments, issues, and risks.

Validate, problem solve and package project expenditures for review by the Branch's leadership team, including Manager, Solid Waste Operations and subsequent submission to Accounting Services for processing/forecasting.

Coordinate and organize project meetings. This involves scheduling participants, booking room and meeting tools, meeting room set-up and tear-down and distribution of materials pre and post meeting to participants.

Manage all aspects of external project resource onboarding and shutdown. This includes arranging workspace, network access, building access, telephone and ensuring all policies are communicated and signed off.

Oversee the contract administration process for the landfill's machine control and GPS equipment, including procurement and maintenance of computer hardware, software, and service agreements in coordination with the Technology Department and business units.

Performs related work as required.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

The competencies critical to a Project Lead's job success include knowledge of industry best practices for project management and business research, superb organizational skills, and keen attention to detail.

Maintains knowledge of computerized project management tools.

Ability to communicate clearly and concisely with diverse audiences, in both oral and written contexts, and are comfortable giving and receiving feedback.

Ability to work within an environment with extremely high standards and low threshold for error.

Ability to work independently with minimal supervision in a team environment, demonstrating sound judgment and initiative to establish priorities, meet client expectations and deadlines.

Advanced skill in MSWord, Excel, PowerPoint, Access and ability to develop expertise in the use of specialized software such as AutoCAD, Civil 3D, , and software for geospatial and landfilling work..

Experience working with Carlson Command monitoring and data management software, specifically in the context of landfilling and landfill operations.

Experience working with and interpreting a wide range of ground and aerial survey data and utilizing this data for development of work that can be used by staff onsite at the landfill for infrastructure initiatives.

EDUCATION & EXPERIENCE:

Typically, the knowledge, skills and abilities required are obtained through a university degree in Civil Engineering or a related discipline, or a two (2) year diploma in, Geomatics or Civil Engineering Technologies. Formal training in a recognized project management methodology is viewed as an asset. The ideal candidate would possess or be working towards a Project Management Professional designation with the Project Management Institute. Minimum of three (3) years' experience in managing or participating in construction and geomatics projects. Preference will be given to those that have experience in geospatial and construction industries.

