



A Division of METROLINX  
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## SENIOR PROJECT OFFICER

**\$76,775 - \$96,435 per annum**

Metrolinx, an agency of the Government of Ontario, and its operating division, GO Transit, have a vision to bring about an integrated, customer-focused transportation system that enhances prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area (GTHA).

Working with an energetic, talented and committed team in the Bus Infrastructure office, you will be responsible for:

- Supervising staff engaged in all stages of project management as necessary for the implementation of major expansions, as well as for new, replacement or enhanced capital infrastructure projects.
- Writing numerous reports, memorandums, formal letters, making presentations to internal and external agencies, to gain support and approval of capital projects.
- Monitoring and delivering capital projects, ensuring they are on schedule, on budget and within scope, meeting the requirement of internal and external stakeholders.
- Taking corrective and appropriate action, when necessary, to address projects that may not be aligned with corporate objectives.
- Overseeing contracts (with consultants and construction contractors), making certain all contractors meet contractual obligations. Taking necessary steps, when necessary, when contractors fail to perform.
- Developing annual and multi-year budgets and schedules for management approval.
- Managing capital projects and programs.

**Location:** 20 Bay Street, Toronto

### Qualifications:

- A university degree in Engineering or Architecture from a recognized university or any combination of education, training and experience deemed equivalent.
- Minimum eight (8) years experience related to the planning, design, and construction of transit facilities, heavy bus infrastructure, and related works.
- Excellent project management skills.
- Knowledge of Contract Law, the Occupational Health & Safety Act of Ontario and the Ontario Environmental Assessment Act.
- Thorough knowledge of the theories, principles and practices of engineering and/or architectural design, specification writing, construction, contract and office administration.
- Thorough knowledge of construction standards and procedures. Ability to co-ordinate a number of complex projects under pressure to meet schedule and budget commitments.
- Sound knowledge of supervisory principles and practices.
- Working knowledge of the collective bargaining process and working in a unionized environment.
- Excellent analytical ability, oral/written communication skills, negotiation skills; excellent Project Management skills.

To apply for this position, please submit your resume online through the [Current Opportunities](#) page on our website, no later than **February 20, 2012** quoting **File Number 12-47**.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**  
[www.metrolinx.com](http://www.metrolinx.com)

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