

# PROJECT MANAGER I/II – YRRTC # 6282

**Department:** York Region Rapid Transit Corporation

Salary: Annually

**Location:** Rapidco - 50 High Tech Road - Richmond Hill, ON  
L4B 4N7 CA (Primary)

Salary Grades:

Project Manager I: \$110,068 - \$125,003

Hybrid work opportunities may apply - CA

Project Manager II: \$117,989 - \$138, 737

**Status:** Temporary Full-Time - Approx. 24 Months

Non Union Staff

## ABOUT THE ROLE

Coordinating York Region engineering activities and inputs through the planning, design and implementation phases of the Yonge North Subway Extension (YNSE) being delivered by Metrolinx. Liaising and coordinating with municipal partners to achieve mutual objectives through the YNSE project interfaces with existing and planned infrastructure. Acting as liaison and coordinating with various levels of government, Regional and Municipal departments; overseeing and/or providing technical input of transit planning studies, service plans, procurement strategies, as undertaken by the Region, YRT and YRRTC.

## WHAT YOU WILL BE DOING

- Plans and monitors components for the delivery of new and on-going moderate projects.
- Manages related projects and activities to ensure compliance with the Corporation's requirements, timing and budget.
- Directs, coaches, develops and provides guidance to internal teams up to and including project specialists.
- Supports the preparation of detailed estimates of project costs and timelines and provides input to expenditure forecasts and reports.
- Supports the implementation of process improvements for the project and within the organization.
- Supervises staff, including recruitment, selection, hiring, assigning work, determining training and development needs, conducting performance appraisals and determining and recommending disciplinary action up to and including dismissal in accordance with Regional policies and practices.
- Ensures that operating staff work in a safe manner and utilize all required health and safety equipment and protective devices and follow all measures and procedures as required by the Occupational Health and Safety Act and Regulations and Regional Policies.
- Supports the public relations and communication activities to provide information to the public, partners, sponsors and internal employees with respect to rapid transit initiatives.
- Assists in the preparation of Board/Committee/Council reports and briefing notes on assigned projects, as directed.
- Leads project review and debrief meetings with assigned project team.
- Assists in the development of and presentations to elected officials, Regional senior management, stakeholders, federal and provincial officials, external agencies, etc., including public consultation, as directed.
- Maintains and fosters ongoing management commitment to continuous improvement with respect to YRRTC's areas of business.
- Performs other duties as assigned to meet YRRTC's and the Region's goals and program/service objectives.

## WHAT WE ARE LOOKING FOR

- Successful completion of a University Degree in Engineering or related field or approved equivalent combination of education and experience.
- Must possess related professional designation.
- **Project Manager I:** Minimum three (3) years experience demonstrating significant success in managing related work including experience managing moderate or large scale projects and demonstrated supervisory or leadership experience.
- **Project Manager II:** Minimum five (5) years' experience demonstrating significant success in managing related work and projects, including experience managing moderate or large scale projects and demonstrated supervisory or leadership experience.
- Knowledge and experience in various planning approvals under the Planning Act and familiarity with processes and procedures for the acquisition of land.
- Ability to travel to off site locations in a timely and efficient manner, as required.
- Experience in or knowledge of public transportation.
- Demonstrated experience participating in multi-disciplinary and multi-jurisdictional teams.
- Understanding of municipal, regional and provincial government operations.
- Knowledge of project planning principles, concepts, practices, methods and legislation.

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York Region

- Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness, and demonstrating resiliency.
- Demonstrated abilities in assigned field of expertise.
- Demonstrated ability to work independently and collaboratively in a team environment.
- Ability to travel to off site locations, in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.

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**Scheduled Weekly Hours: 35**

Please apply online at YRRTC website: <https://yorkrtc.hua.hrsmart.com/hr/ats/Posting/view/6282> by **5:00PM EST of the closing date January 22, 2025**. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.

Replacement

Replacement – Converted Position

Addition to Staff

YRRTC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At YRRTC, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**Please note that this is not a York Region position.**

This is a non-union position with York Region Rapid Transit Corporation.