



Arrondissement de Grenville
Grenville-sur-la-Rouge

Located in the Laurentides administrative region, the municipality of Grenville-sur-la-Rouge is a remarkable destination for outdoor enthusiasts and a favorite creative hub for many artists and artisans.

The Rouge River, the municipality's main attraction, is known for its whitewater activities such as canoeing, kayaking, and rafting.

Project Manager, Technical Services and Infrastructure



Your Role

Reporting to the General Management, the incumbent plans, organizes, directs, and oversees the activities of the Technical Services Department and municipal capital projects. The incumbent is responsible for managing the department's material and financial resources in accordance with the Municipality's strategic orientations, policies, applicable standards and regulations, and current collective agreements. The incumbent also participates in special projects under the responsibility of the Public Works Department.



The incumbent of this position

- Acts as the representative of the Technical Services Department on various committees and in dealings with the public;
- Serves as a resource person for the Municipality;
- Plans, organizes, directs, and oversees the activities of the Technical Services Department in collaboration with other municipal departments, contractors, engineering consulting firms, and the Regional County Municipality (RCM);
- Establishes, in collaboration with the immediate supervisor, the department's strategic directions, objectives, and priorities;
- Identifies funding opportunities and prepares grant applications;
- Prepares tender documents and contracts for the department, conducts analyses, and makes recommendations to Municipal Council regarding contract awards;
- Coordinates and follows up with government authorities, such as the Ministry of the Environment, the Ministry of Transportation, and other government agencies, as required;
- Negotiates change orders with contractors, reviews and controls progress and final payment authorizations, and recommends payments to contractors;
- Prepares development and municipal works agreements and ensures compliance with all requirements by developers;
- Ensures that work is carried out in accordance with approved plans and specifications, applicable legislation, municipal by-laws and established conditions;
- Supervises the design of plans and specifications for municipal infrastructure projects and ensures their execution in accordance with project schedules and available financial and material resources;
- Collaborates in the development of various municipal maintenance and repair programs;
- Conducts feasibility studies and prepares master plans for infrastructure projects to estimate costs, timelines, and resources required for implementation and submits them for approval;
- Drafts and recommends standards, policies, procedures, and other documents related to the department's activities;
- Participates in the implementation and coordination of special projects under the responsibility of the Public Works Department;
- Performs technical calculations, participates in the presentation of plans and specifications, and ensure construction inspection activities for certain projects carried out internally;
- Performs any other related duties assigned by the immediate supervisor;
- Keeps the General Manager informed of issues, decisions, and planning activities related to the department.



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Joining the Grenville-sur-la-Rouge municipal team means:

- Taking on challenging tasks
- Becoming part of a dynamic team
- Contributing to the development of a rapidly growing municipality

What Makes Grenville-sur-la-Rouge an Employer of Choice:

- Various types of paid time off
- Work-life balance
- Group insurance and RRSPs

Required Education and Experience

- College diploma (DEC) or bachelor's degree in Civil Engineering, or an equivalent combination of education and experience deemed acceptable;
- A minimum of ten (10) years of experience relevant to the position;



Required Competencies

- Excellent command of French, spoken and written, with outstanding written communication skills;
- Strong interpersonal communication skills;
- Demonstrated ability to lead and motivate teams and make sound decisions;
- Open-mindedness and the ability to optimize work processes to achieve improved results;
- Strong ability to plan priorities effectively and organize work efficiently;
- Ability to manage and prioritize multiple projects simultaneously;
- Demonstrated attention to detail, professionalism, discretion, and confidentiality;
- Commitment to the Municipality's vision and a genuine passion for contributing to municipal projects.



Note: The duties and responsibilities outlined above reflect the essential characteristics of the position and should not be considered an exhaustive list of all tasks that may be assigned.



Salary and Benefits

- Full-time position, 40 hours per week, with flexible work schedules based on operational requirements;
- Highly competitive salary, commensurate with experience and qualifications;
- Comprehensive benefits package, including group health insurance and a Group RRSP;
- Opportunities for professional development and ongoing training.



How to Apply



Interested in the challenge?

Submit your application (resume and cover letter) by email to info@gslr.ca or deliver it in person to:
Municipality of Grenville-sur-la-Rouge
88, rue des Érables
Grenville-sur-la-Rouge, Québec
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