



The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: The Project Manager, Parks and Facilities is responsible for planning, coordinating, and delivering municipal parks and facility projects, including new construction, renovations, asset management initiatives, preventative maintenance programs, and code compliance upgrades.

This position ensures that all design and construction activities related to facilities, parks, and open spaces are completed on time, within approved budgets, and in compliance with applicable legislation, regulations, and standards. The Project Manager works collaboratively with internal departments, consultants, contractors, and stakeholders to achieve project objectives efficiently and sustainably.

Duties include but are not limited to:

- Prepare, or oversee the preparation of, preliminary and detailed design options for municipal facilities and parks projects, as required.
- Coordinate, administer, and oversee the work of consultants engaged on municipal facilities and parks projects.
- Review and evaluate consultant proposals, technical studies, specifications, reports, and contract documents.
- Prepare, oversee, issue, and manage capital works tender documents and procurement processes, ensuring compliance with the Township's purchasing policy.
- Monitor project progress and prepare project status reports, schedules, records, and documentation; initiate corrective actions for deficiencies and warranty items as required.
- Develop and manage the annual capital preventative maintenance and asset replacement program for parks and facilities infrastructure.
- Ensure completion of formal and informal equipment audits and inspections for all parks and assigned facilities, including lifecycle assessments, safety compliance, and regulatory requirements.
- Assist with the development and implementation of short and long-term capital maintenance and asset management strategies for parks structures and amenities.
- Support the Director of Operations in preparing, coordinating, reviewing, and providing recommendations related to capital budgets.

Knowledge/experience:

- Post-secondary education in Construction Project Management, or a related discipline, or an equivalent combination of education and experience.
- Five (5) years of progressively responsible project management experience, preferably in a municipal environment.

- Valid Ontario Class G Drivers Licence with the ability to provide a satisfactory drivers abstract upon hire.
- Working knowledge of applicable legislation, including the Occupational Health and Safety Act, Ontario Fire Code, Ontario Building Code, Accessibility for Ontarians with Disabilities Act (AODA), and related regulations.
- Sound knowledge of construction practices, contract administration, and applicable industry standards.
- Excellent verbal and written communication skills, with demonstrated organizational skills.
- Proficiency in Microsoft Office applications.
- Technical knowledge of project management processes, risk management, financial management, and asset management principles.

Wage rate: \$44.10 to \$48.19 per hour, based on a 40-hour workweek.

The Township of Georgian Bay offers a competitive benefits package and is a member of the OMERS pension plan. Our Flexible Work policy allows for a hybrid work schedule or compressed workweek option, as appropriate.

This is a unionized position with OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on April 6, 2026**, to the Human Resources Department by **email jobs@gbtownship.ca**

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.