



King is Hiring
Project Manager – Utility Services
Contract (12 months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager, Transportation, Utilities and Fleet Services, the Project Manager - Utility Services is responsible for the following:

- Governs the Township's public right-of-way (ROW) by establishing and administering frameworks that regulate access to, occupation of, and construction work within the ROW in accordance with applicable legislation, by-laws, policies, standards, and approved agreements.
- Develops, administers, and continuously improves regulatory systems and processes that promote compliance with ROW requirements, including road occupancy permits, municipal consents, half-load permits, and related approvals.
- Leads the review and authorization of ROW permits and consents and oversees monitoring processes that support compliance with permit conditions and reduce risk to municipal assets.
- Prepares, negotiates, and administers contracts and agreements related to utility access and ROW use, including municipal access agreements, franchise agreements, utility agreements, boundary agreements, and related amendments.
- Project manages assigned contracts and agreements from initiation through execution, including scope definition, scheduling, coordination with stakeholders, monitoring deliverables, managing changes, and supporting contract close-out.
- Develops contract terms, conditions, and performance requirements in collaboration with Legal, Finance, Procurement, and internal stakeholders to support risk management, cost recovery, and asset protection objectives.
- Manages and maintains boundary agreements and coordination protocols with neighbouring municipalities to promote consistent governance and cooperative management of shared or adjacent rights-of-way.
- Acts as the Township's senior technical and administrative authority on ROW matters, providing guidance to utility companies, developers, consultants, agencies, neighbouring municipalities, and internal departments.
- Coordinates utility access, relocations, and sequencing in support of municipal capital projects, third-party works, development activity, and emergency response, facilitating cooperation and minimizing disruption and lifecycle impacts.
- Procures, directs, and administers consulting services related to ROW governance, utility coordination, policy development, agreement preparation, contract support, and technical reviews.
- Develops and maintains Township policies, procedures, standards, and guidelines related to ROW management, utility installations, restoration requirements, inspection protocols, and cost-recovery mechanisms.
- Oversees compliance monitoring and inspection programs for permitted and contracted works within the ROW, including coordination with operations and enforcement staff and escalation of non-compliance in accordance with established processes.
- Reviews technical submissions such as engineering drawings, traffic control plans, staging plans, and restoration details to assess alignment with Township requirements and approved permits or agreements.



- Maintains records, data, and reporting related to ROW permits, contracts, agreements, inspections, and performance indicators to support transparency, auditability, and continuous improvement.
- Prepares reports, briefing notes, correspondence, and recommendations for management and Council related to ROW governance, contracts, agreements, policy development, and risk management.
- Represents the Department on internal and external committees and working groups related to transportation, utilities, infrastructure coordination, and right-of-way management.
- Conducts site observations and attends coordination and progress meetings related to works and contracted activities within the public right-of-way.
- Provides guidance and direction to staff supporting ROW administration, contract administration, inspections, or data management, where applicable.
- Identifies opportunities to strengthen governance, improve coordination, and enhance compliance outcomes within the public right-of-way and recommends implementation measures.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Community College Diploma in Civil Engineering Technology, Engineering Technology, or a related field; Certified Engineering Technologist (C.E.T.) designation considered an asset.
- University Degree in Engineering, Planning, or a related discipline considered an asset; Professional Engineer (P.Eng.) designation considered an asset.
- Project Management Professional (PMP) certification considered an asset.
- Minimum of five (5) years of progressively responsible experience in municipal infrastructure, transportation, utility coordination, or right-of-way management.
- Demonstrated experience administering regulatory frameworks, permits, agreements, or governance functions within a municipal or public-sector environment.
- Strong working knowledge of applicable legislation, municipal by-laws, occupational health and safety requirements, and best practices related to right-of-way governance.
- Excellent interpersonal, negotiation, analytical, written, and verbal communication skills.
- Valid Class G driver's licence and access to a reliable vehicle for corporate business.

Conditions of Employment:

- Work involves sustained mental and visual concentration with frequent interruptions.
- Must manage competing priorities and inflexible deadlines.
- Ability to work independently with minimal supervision.
- Required to interact effectively with the public, utility companies, consultants, contractors, legal representatives, staff, and Council.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$50.72 hourly

Vacancy Disclosure:

This posting is intended to fill a 12 month contract.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 26, 2026.**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1



Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.