

Manager, Capital Projects

Role Profile



OUR COMMUNITIES. OUR HOME.



TOGETHER WE ARE

Lakeshore

The Municipality of Lakeshore is a fast-growing municipality in Essex County, Ontario, delivering a broad range of municipal services that support a high quality of life for its residents, businesses, and visitors. Lakeshore is responsible for critical infrastructure and community services, including water and wastewater treatment, roads, drainage, parks and recreation, fire services, planning and development, and environmental stewardship. Positioned along the shores of Lake St. Clair and within the Windsor census metropolitan area, Lakeshore combines strong rural roots with thriving urban communities and continues to be one of the region's most desirable places to live and work.

Lakeshore is guided by values rooted in organizational excellence, accountability, innovation, and service to the public. Through its strategic priorities, the municipality emphasizes sustainable development, infrastructure renewal, environmental protection, financial stewardship, and the continuous improvement of municipal operations.

With a staff complement of approximately 200–300 employees, the Municipality of Lakeshore operates a diverse and technically skilled workforce delivering essential services to a population of over 40,000 residents across a geographically broad and environmentally sensitive area.

The Municipality of Lakeshore is seeking a Manager, Capital Projects to lead the delivery of complex municipal infrastructure initiatives. Reporting to the Executive Director, Infrastructure Services, this role provides strategic and hands-on leadership across the full project lifecycle, from concept and design through construction and commissioning. The Manager oversees major transportation and infrastructure projects, ensuring alignment with Council priorities, technical standards, and regulatory requirements, while maintaining strong control of budgets, schedules, contracts, and risk.

This is an opportunity for an experienced municipal engineering and project management professional to help shape Lakeshore's growing infrastructure network. Working with internal teams, consultants, regulators, and the community, the Manager provides technical leadership, leads staff, and communicates on high-impact projects. With responsibility for team oversight, capital planning, and presenting to Council and the public, this role is central to delivering infrastructure that supports sustainable growth and quality of life.

Manager, Capital Projects

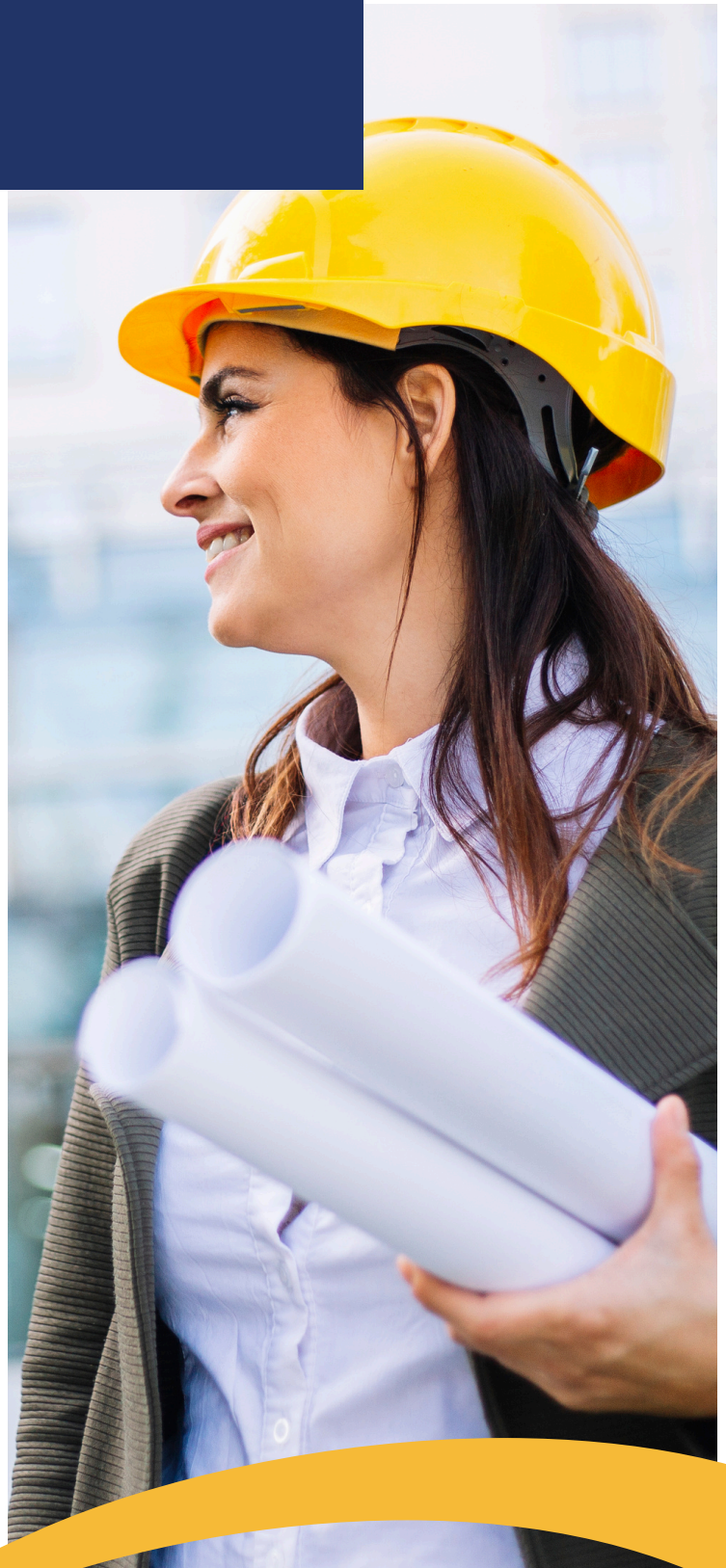
Role Summary

The Manager, Capital Projects is a senior leadership role within the Municipality of Lakeshore's Infrastructure Services team, guiding the delivery of municipal infrastructure and transportation projects critical to community growth and functionality.

Reporting to the Executive Director, Infrastructure Services, this role oversees capital projects from planning and design through approvals, construction, and close-out, ensuring alignment with Council direction, regulatory requirements, approved budgets, and long-term plans.

The Manager leads consultants, contractors, and internal stakeholders while maintaining strong control over scope, schedules, financial performance, and risk. The role applies sound engineering judgment, contract administration expertise, and a strong understanding of public-sector regulations, with responsibilities including cost estimating, tendering, construction oversight, and preparing clear recommendations for senior leadership and Council.

The Manager also provides leadership to technical staff, fostering a culture of safety, accountability, and professionalism. Working across departments, agencies, and the community, this role translates policy and priorities into practical, high-quality infrastructure solutions that support mobility, safety, and quality of life.



About the Role

Direct Reports: 2, Civil Engineering Technologist, Project Coordinator

Working Arrangements: On-site


Travel Requirements: Primarily works within an office, some field work required as well.

Core Responsibilities

Strategic Capital Planning

- Provide strategic leadership and oversight for the planning, delivery, and management of municipal capital infrastructure and transportation projects, ensuring alignment with Council priorities, municipal master plans, and long-term infrastructure strategies.
- Lead capital projects from concept through design, approvals, construction, and commissioning, ensuring outcomes support safe, efficient, and sustainable multi-modal transportation and infrastructure systems.
- Contribute to short- and long-term capital forecasting, budget development, and lifecycle planning to support responsible infrastructure investment and asset management.

Project Delivery

- Provide technical and project management leadership for complex infrastructure projects, including design development, contract administration, construction oversight, scheduling, and commissioning.
 - Oversee consultants, contractors, and project managers to ensure quality, performance, and accountability throughout all phases of project execution.
 - Review engineering designs, project scopes, cost estimates, and schedules to ensure compliance with municipal standards, best practices, and applicable legislation.
 - Monitor project progress and performance, proactively managing risks, dependencies, and changes to safeguard timelines, budgets, and service levels.
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About the Role

Core Responsibilities


Financial Oversight

- Manage approved capital project budgets, including monitoring expenditures, forecasting financial performance, and addressing variances in collaboration with finance staff.
- Prepare cost estimates, budget submissions, and financial analyses to support capital planning, funding strategies, and Council decision-making.
- Support the development and updating of rate studies and funding models to ensure sustainable financing of operating, capital, and lifecycle costs.

Risk Management

- Ensure all capital projects comply with applicable legislation, regulations, and standards, including the Ontario Environmental Assessment Act, Occupational Health and Safety Act, and municipal policies and procedures.
- Prepare and defend submissions to provincial ministries and regulatory agencies to secure required approvals.
- Uphold professional engineering standards, corporate policies, and ethical obligations while managing projects within politically and publicly sensitive environments.

Stakeholder Engagement

- Prepare clear, concise, and well-supported reports, recommendations, and presentations for Council, senior leadership, and external stakeholders.
 - Represent the municipality at public meetings, committees, and stakeholder forums, addressing complex or contentious infrastructure matters with professionalism and transparency.
 - Build and maintain effective working relationships with internal departments, regulatory agencies, consultants, and the public to support successful project outcomes.
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What You'll Need for Success

Experience

- A university degree in Civil, Environmental, or Transportation Engineering from a recognized institution, along with registration as a Professional Engineer (P.Eng.) in good standing.
- A minimum of five years of progressive experience leading complex capital or infrastructure projects, including end-to-end responsibility from feasibility and design through construction and close-out, preferably within a municipal or public-sector environment.
- Demonstrated experience managing multiple concurrent projects with a strong command of project scope, schedules, budgets, risk management, and performance tracking.
- Proven ability to lead and supervise technical staff and consultants within a unionized environment, fostering accountability, collaboration, and professional development.
- Well-developed financial acumen, with experience preparing capital cost estimates, managing approved budgets, forecasting expenditures, and addressing variances in collaboration with finance teams.
- The ability to provide clear, well-reasoned technical advice and recommendations to senior leadership, Council, regulatory agencies, and the public, supported by strong technical writing and presentation skills.
- A collaborative leadership style, with the interpersonal and negotiation skills required to work effectively with internal departments, external agencies, consultants, contractors, and community stakeholders in politically and publicly visible environments.

Skills and Strengths

- Leadership capability, with the ability to provide clear direction, build trust, and guide teams through complex, multi disciplinary capital project environments.
- Strong project management expertise, including the ability to prioritize competing demands, manage multiple concurrent initiatives, and deliver results within established timelines and budgets.
- Sound judgment and problem-solving skills, enabling effective evaluation of complex technical, financial, and stakeholder considerations to develop practical, well-reasoned solutions.
- Highly developed communication skills, with the ability to convey technical information clearly and persuasively through reports, presentations, and discussions with Council, senior leadership, staff, and the public.
- Financial management acumen, inclusive of overseeing capital budgets, monitoring expenditures, forecasting risks and variances, and supporting fiscally responsible decision-making.
- Proven ability to build cooperative, productive relationships across departments and with external partners, fostering collaboration among consultants, agencies, contractors, and community stakeholders.
- A professional, diplomatic approach, characterized by discretion, integrity, and the ability to navigate politically sensitive and publicly visible initiatives.
- Strong organizational and time-management skills, with a high level of accuracy, attention to detail, and the ability to adapt to changing priorities.

The Rewards of Leading at This Level

Base Salary Range:
\$125,000 - \$147,000

**Comprehensive benefits package,
including:**

- Green Shield health benefits
Short-Term/Long-Term Disability
via Sunlife
- OMERS pension plan

**A generous time-off package
inclusive of vacation, seven paid
sick days, and paid time off in
lieu of working overtime.**



Lead with impact in a role where your expertise shapes critical infrastructure and supports sustainable community growth.

Apply to become Lakeshore's next Manager, Capital Projects today!

If you believe that you have the skills, experience, and desire to be Municipality of Lakeshore's Manager, Capital Projects, we want to hear from you! Please send your cover letter and resume in a single document to recruiting@ahria.ca.

We are committed to excellence in serving all clients including people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Municipality of Lakeshore is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.


If you have additional questions about this role, please contact:

Kristy McQueen,
Senior Director, Talent Development
recruiting@ahria.ca
Ahria Consulting

Prepared by:

Ahria

 201-235 North Centre Road,
London, Ontario N5X 4E7

 519-642-2612

 recruiting@ahria.ca