



POSITION: DESIGN / CONSTRUCTION
PROJECT MANAGER
LOCATION: LEWISTON, NEW YORK
DURATION: FULL-TIME
REF#: US-032026
CLOSE DATE: April 27, 2026

NOTE: THIS POSITION IS OPEN TO THOSE ELIGIBLE TO WORK IN CANADA OR THE UNITED STATES – MUST BE ABLE TO CROSS THE BORDER FREELY

The Niagara Falls Bridge Commission (NFBC) owns and operates the Rainbow, Whirlpool Rapids (Lower), and Lewiston-Queenston Bridges. Our mission is to build, maintain, and operate lower Niagara River border crossings to facilitate commerce and the movement of goods and people in a safe and efficient manner.

WE OFFER A COMPREHENSIVE BENEFIT/PENSION PACKAGE

Under the guidance and direction of the Chief Construction Officer (CCO), the Design / Construction Project Manager oversees all phases of construction projects – involving large complex bridges, infrastructure, and buildings - from inception to completion, ensuring they are delivered on time, within budget, and to the highest quality standards. This role involves coordinating with design consultants (architects and engineers), contractors, and other stakeholders to manage resources, schedules, and compliance with safety and building regulations. The ideal candidate possesses strong leadership, problem-solving, and communication skills, with a proven ability to manage multiple projects.

EDUCATION AND/OR EXPERIENCE

- Requires a minimum of five years (5) commercial, institutional, industrial or infrastructure/heavy civil design or construction experience. Project Management experience is preferred.
- Requires a minimum four (4) year degree from an accredited College or University in architecture, engineering, or construction management.
- Experience with project management software such as Microsoft Project or Primavera for project schedule creation.
- Experience with Microsoft Office products.
- Experience utilizing PDF editors or CAD software such as AutoCAD or Revit for reviewing and commenting on architectural and engineering drawings.
- Experience with SharePoint preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License in Ontario or New York, with a clean driving history, is required to drive the Commission vehicle to and from job sites.
- Project Management Professional (PMP) or Certified Construction Manager (CCM) is an asset.

WORK AUTHORIZATION / SECURITY CLEARANCE

- Must be able to obtain and preserve CBP and CBSA "Reliability" clearance status.
- Must be able to acquire and maintain suitable, valid identification for crossing the USA/Canada border, which includes applying for the NEXUS program.
- Must maintain work permits in the U.S. and/or Canada as required.

OTHER REQUIREMENTS:

- Post-offer pre-employment physical examination, drug and alcohol testing and background check required (if applicable).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate yearly bridge, facility and infrastructure inspections with the Commission's engineer. Assist the engineer with development of deficiency lists and inspection reports.
2. Utilizing inspection report deficiency lists, assist the Chief Construction Officer in the development of short and long-term Capital Project lists, including associated scopes and budgets.
3. Lead all aspects of the Capital Project pre-planning process. Develop initial project budgets and schedules. Draft design consultant RFP's, manage the RFP solicitation process, analyze RFP submissions, and recommend award. Draft design consultant contracts.
4. Lead all aspects of the Capital Project pre-construction and planning process. Coordinate with design consultants and other stakeholders to develop drawings and specifications that address deficiencies identified within inspection reports. Oversee the development of cost estimates at various stages of design and direct design consultants to incorporate scope revisions when necessary to maintain project budgets. Draft contractor Invitation to Bid documents, manage the Invitation to Bid process, analyze Invitation to Bid submissions, and recommend award. Draft contractor contracts.
5. Negotiate and recommend contract amounts and terms for design consultants and contractors. Resolve contract questions and disputes with design consultants and contractors.
6. Review and comment on design documents to ensure alignment with project scope, goals, and Commission standards. Identify errors and inconsistencies within design documents and resolve them with design consultants. Collaborate with design consultants to achieve long-lasting, cost-effective designs.
7. Oversee daily construction activities. Ensure compliance with safety, regulatory, and quality standards. Coordinate with stakeholders. Manage efficient procurement of labor, materials, and equipment.
8. Review and proactively analyze design consultant and contractor requests for additional compensation to determine whether valid, and if so, whether the pricing is accurate and fair.
9. Review and provide direction in response to design consultant RFI's.
10. In conjunction with the design consultant, review and comment on contractor submittals and RFI's.
11. Develop and manage budgets and control costs through forecasting and change management, while delivering reports and risk analyses to the Chief Construction Officer.
12. Lead multidisciplinary teams and act as the primary liaison for contractors, design consultants, and stakeholders. Coordinate and lead meetings to maintain alignment throughout the project lifecycle and maintain associated minutes. Prepare progress reports for the Chief Construction Officer's review.
13. Review the contractors' work in the field, identify deficiencies, determine corrective action, and follow up to ensure satisfactory deficiency resolution.
14. Finalize project closeout by completing inspections with design consultants and preparing associated documentation; follow up with contractors to ensure deficiency correction. Prepare final project cost reports for the Chief Construction Officer review. Obtain and review Operation, Maintenance, and Warranty Manuals from contractors to ensure compliance with contract documents. Obtain and review contractors' as-built drawings and specifications to ensure they reflect work completed in the field.
15. Archive and maintain construction-related documents in both electronic and hard copy form for the Commission's assets.
16. Additional or different responsibilities or duties, which are consistent with the position summary, may be assigned at the discretion of the Chief Construction Officer.

SUPERVISORY RESPONSIBILITIES

This position does not entail supervisory responsibilities. However, the position does require general oversight of contractors and consultants.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position spends approximately 70% of the time working in an office environment, sitting at a desk, working on a computer with frequent interruptions.
- This position spends approximately 20% of the time attending meetings with other departments, stakeholders, and contractors.
- This position spends approximately 10% of the time on site, at both indoor and outdoor environments, and in varying weather conditions. Site visits to the Commission's bridge structures are included, both below the road deck on the structural steel and on the road deck with active traffic. Site visits will also be conducted in the Niagara River Gorge and on active roadways.
- Generally, interactions are professional, courteous, and collaborative, but occasionally the interactions may escalate, as this position addresses complaints/concerns that arise from contractors and subcontractors.
- Frequent travel between the Commission-owned properties in the United States and Canada.
- Normal hours of work are 40 hours per week, Monday to Friday.

RANGE: \$90,000 to \$120,000

APPLICATION INFORMATION

Please reply with a **detailed cover letter and resume no later than 4 pm on April 27, 2026:**

Niagara Falls Bridge Commission

ATT: HR Administrator

E-mail: employment@niagarafallsbridges.com

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

The Niagara Falls Bridge Commission does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

This job ad is available in alternate formats upon request. To request an alternate format or reasonable accommodation for any part of the employment process, please email employment@niagarafallsbridges.com or call (716) 285-6322 ext. 4122.