



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

The Manager of Engineering Services is responsible for coordinating engineering projects, overseeing the design of municipal works relating to roads, bridges, culverts, water, sanitary and storm sewer construction/rehabilitation, preparation of special studies, maintenance of all City owned facilities, management and involvement in development review functions, directing and coaching staff, and engaging with various stakeholders.

Reporting to the Director of Public Works, the Manager of Engineering Services is responsible for the day to day operation of the engineering division, including management of the group's employees and utilization of external consulting resources. In addition, the Manager of Engineering Services is the lead on assigned projects to ensure their successful implementation in accordance with the strategic directions of the municipality.

This position manages divisional supervisors and orchestrates staff scheduling, development, performance planning/review, coaching/mentoring, health and safety, HR policies administration, discipline and termination decisions/recommendations.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Engineering Team Involvement</p> <ul style="list-style-type: none"> Regularly reviews and evaluates divisional administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in services and customer service, and efficiency in service delivery; formulates and evaluates meaningful benchmarks tracks performance. Participates as a member of the Public Works Department management team providing input on departmental and corporate planning and strategic initiatives; leads and/or participates on project teams, as assigned; and champions the corporate vision, core purpose and values 	<p>10%</p>

Description	Approx. Time Spent (%)
<p>within the Engineering Division programs, among department colleagues and corporately.</p> <ul style="list-style-type: none"> • Provides leadership, manages, and coordinates capital programs for infrastructure maintenance and replacements. • Monitors trends, best practices, emerging issues and related proposed legislation. • Administers budget development, policies/standards/procedures development and level-of-service recommendations; coordination and participation in preparing. • Key accountabilities and responsibilities include providing oversight for engineering review, preparing and administering cost sharing agreements, front ending agreements; conducting field inspections of new infrastructure to ensure conformance with drawings and standards; resolving technical/design issues in the field; pro-acting to minimize concerns from local residents/groups on maintenance and capital engineering construction activities and trouble-shooting/following-up on complaints including arranging remedial action where necessary. • Responsible for the management and leadership of Engineering division staff involved in capital works and maintenance programs in, water, sewer and road design and maintenance, building design and maintenance, storm sewer and drainage design. • Manages and provides leadership on preventative and regular maintenance programs for City's infrastructure such as watermains, sanitary sewers, roads, sidewalks, curbs, bridges, storm water drainage and detention areas, road allowances, etc. • Develops processes to ensure a high level of communication amongst staff 	
<p>Design & Construction</p> <ul style="list-style-type: none"> • Key responsibilities include the development and coordination/administration of capital projects related to roads, sidewalks/boulevards, storm water management • Resolution of resident issues due to construction projects or general deficiencies in the City's assets. • Formulates Terms of Reference and RFP/tender documents and associated evaluative criteria; provides input and/or makes recommendations on the 	20%

Description	Approx. Time Spent (%)
<p>hiring of engineering consultants and/or contractors to undertake/assist with infrastructure work, as required; monitors their work and/or administers the agreements/contracts in accordance with City policies/procedures.</p> <ul style="list-style-type: none"> • Oversees the planning, budgeting, design, tendering, construction and commissioning of the capital projects using internal resources and external consultants when necessary. • Oversees field staff that conduct field inspections of new engineering services installations, where required/necessary to trouble-shoot field issues, community complaints, issue certificates of completion or assumption of services, and other engineering matters, as required. • Lead procurement group for municipal purchases including contractor retention, maintenance activities, and engineering studies. • Provides guidance for construction inspection and contract administration for all maintenance and capital improvements. • Negotiates with contractors and consultants to resolve issues when they occur on projects. • Implements the capital replacement programs for the City's infrastructure. • Implements, bridge and culvert inspections programs, at-grade rail inspection programs, roadway repair programs, etc. 	
<p>Development & Asset Inventory</p> <ul style="list-style-type: none"> • Oversees development requests and approves engineering comments on stormwater management plans, lot grading, and servicing plans • Reviews Committee of Adjustment comments on behalf of the Public Works Department • Oversees the Incorporation of the geographical information mapping and data services across all departments. Is instrumental in developing and implementing new mapping technologies and initiatives corporate wide. • Approves the creation and updating of the asset inventory data sets used for the Municipality's Public Sector Accounting Board (PSAB) reporting 	30%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Manages the City’s Municipal Consent Permit process, road encroachment process, and site alteration permit process along with approving or denying all work • Oversees the completion of traffic studies throughout the city • Involved in the preparation of the 10 year capital forecast including master plan projects and rehabilitation projects for all road, bridge, sidewalk and servicing infrastructure; • Oversees the review, approval, monitoring and enforcement of site alterations and conformance with the City’s lot grading and site alteration by-laws and approved plans; completes updates to those by-laws to reflect best practices; ensures the project files and municipal service fees are up to date and comprehensive; provides updates on status and efficiently addresses resident concerns on an ongoing basis. • Oversees and develops procedures for the annual internal inspection programs including the road assessment, luminaires assessment, sidewalk & encroachment assessment, and sign assessment • Conducts Engineering review for: <ul style="list-style-type: none"> ○ Development proposals including subdivisions, site plans, and Committee of Adjustment applications and Secondary Plans; ○ Liaises with engineering consultants where needed; ○ Provides oversight to ensure complete engineering comments for draft plan approval, in-fills and site plans. • Prepares and administers agreement for approved developments including finalization of engineering servicing requirements and securities, negotiating with developers on alternative servicing as required, collaborates with Planning & Development and Corporate Services Departments on financial and/or legal requirements of development agreements, recommending Letter of Credit reductions and securities releases when conditions met, and recommending assumption of services. • Monitors trends and best management practices within the development engineering field, and leads the updates of development engineering servicing policies and standards in consultation with other internal departments. • Provides input to development charges and user fee by-laws/updates. Liaises with Treasurer on securities, and monitors the approved budget, including authorization of expenditures. 	

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Represents the Public Works Department at meetings with developers to promote growth within the City and speak to servicing, studies, and stormwater management. 	
<p>Facilities Maintenance</p> <ul style="list-style-type: none"> • Implements the annual work-plan, including capital budgets, for facilities consistent with strategic priorities and actions set by the City. • Oversees the implementation/creation of all health and safety regulations, policies and procedures, and risk management practices regarding facilities use and maintenance. • Upholds and implements high standards of maintenance and care of facilities to City standards. • Provides leadership to the development and implementation of policy, procedures, communications, performance measures, best practices and quality assurance for facilities. • Develop, negotiate, monitor and evaluate contracts with maintenance service providers. • Oversees major and minor capital projects of revitalization, improvement, safety and condition assessment for all City facilities. • Manages contracted work including compliance with requirements, addressing deficiencies, warranties and ensuring completion of required documentation. • Leads facility staff and ensures a project management approach to identified and assigned projects through to completion. • Implements policies and guidelines for life cycle conservation and asset management for all City facilities. • Provide comments and guidance on facility leases. 	15%
<p>Public Works Staff</p> <ul style="list-style-type: none"> • Provides advice/guidance and makes recommendations on all Public Works and Community Services & Parks infrastructure maintenance and operations. • Provides guidance on related fleet and equipment acquisitions and maintenance, levels-of-service, policies and procedures, tender calls/awards and other acquisitions and matters. 	10%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Provides leadership and Liaises with the Manager of Water/Wastewater and staff of Water/Wastewater Services, to provide expertise and advice with respect to all maintenance and repairs to the network. • Provides leadership and Liaises with Manager of Parks and Roads Operations and staff including planning/review, for all maintenance and repairs to the road network including drainage. 	
<p>Other Departments, Treasury/Clerks/Planning/ EDO.</p> <ul style="list-style-type: none"> • Provides technical support in the operation and maintenance of the various facilities which the Municipality owns and operates, typically the Marina Complex, Museum, Library, all recreational facilities, beaches and promenades, shortline rail operation and the recreational trail system. • Oversees/prepares and recommends annual operating budget, business plans and longer-range forecasts for the maintenance and capital programs of the Engineering Division; provides input to by-laws/updates; liaises with Treasurer on budgets and securities; administers and monitors the approved budget including authorization of expenditures. • Undertakes special projects and performs other duties as assigned, in accordance with departmental or corporate objectives. • Liaises with the City's Economic Development Officer for development opportunities and provide overviews of City servicing and potential for development sites. 	5%
<p>H.R. and CAO. Offices and Council</p> <ul style="list-style-type: none"> • Council/Committee report preparation; championing the City's strategic plan, community vision and Council goals/decisions; and modeling and championing the City values. • Supervises division staff including staff development, performance planning/review, coaching/mentoring, health and safety, HR policies administration, discipline and termination decisions/recommendations. • Prepares reports/recommendations and attends Council, committee, and other internal/external meetings and events as required; makes presentations and provides advice/guidance on engineering servicing and development agreements, assumption of services, project status, construction complaints, and other development engineering matters. 	5%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Assesses division staffing needs, makes recommendation on complement amendments, participates in recruitment processes, and makes effective hiring decisions/recommendations. 	
<p>Other Levels of Government, Outside Agencies, General Public</p> <ul style="list-style-type: none"> Undertakes representative duties as Manager of Engineering Services, within the local community, and inter-municipally as required/directed. Participates on the community emergency team, provides back-up support to other department managers, and acts in the absence or on behalf of the Director of Public Works, as assigned. Responds to inquiries from and/or liaises with residents / businesses / community groups, developers, consulting engineers, planners, solicitors, members of Council, other governments/agencies, utilities, internal departments/divisions etc. on land development agreements, land servicing requirements, engineering standards and conditions of approval, design issues, resident/business/community concerns, and other engineering matters. Oversees and is responsible for minimizing resident/business/community inconvenience during construction activity by implementing quality assurance mechanisms to ensure compliance with development agreements; investigates and tracks complaints; troubleshoots with residents and developer to resolve concerns; authorizes remedial action where necessary including overseeing procurement of services needed for remedial action and authorizing payments and associated chargebacks to developer and/or securities draws; reports regularly on construction progress and issues. Oversees the execution of operational related services-in-kind requests for community and special events such as temporary road closures. Responds to inquiries from and/or liaises with residents, community and special interest groups, other government/agencies, internal divisions/departments, contractors, and elected officials. 	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(Description of training required in order to perform the major responsibilities)

- Ontario Association of Engineering Technicians and Technologists Certification (OACETT)
- Workplace Hazardous Materials Information System (WHMIS)
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Act (OHSA)
- Emergency Operations Center (EOC)
- Managing in a union environment

*Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

- Three (3) year College diploma in Civil Engineering Technology
- Certified Engineering Technologist designation from the Ontario Association of Technicians and Technologists (CET)
- MECP. Design courses in water and wastewater
- OTM. Book 7 certification
- Provincial road design courses

Experience

- Eight (8) years of related municipal experience in Roads and Bridges infrastructure, Water Distribution, Sanitary Sewer networks, Storm Sewer Collection systems, , maintenance and operations, in a management capacity preferably in an urban growth environment, and including a minimum of four (4) years of supervisory experience.

Knowledge/Skill/Ability

- Excellent interpersonal, communications, project/time management, administrative, public relations, analytical, problem-solving, negotiation, and contract management skills.
- Ability to think and act strategically in a political and community service environment
- to foster corporate thinking and a healthy workplace environment, to build strong and enthusiastic staff teams and external alliances/partnerships
- To align departmental programs/services with corporate strategic direction, and to champion the Vision, purpose and values of the City.
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Occupational Health & Safety Act, MECP. Sewer and Water Regulations and Procedures, the Occupational Health & Safety Act, the Provincial Minimum Maintenance Standards and associated Regulations, Municipality's Standard Operating Procedures and any other roads, engineering and safety-related legislation/regulations/guidelines;
- civil engineering principles, standards and best practices; project and contract management;
- tender practices in a public sector environment

- Contemporary management practices; and local government functions/ responsibilities and services in general.
- Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook and the Internet; familiarity with CADD/GIS software.
- Availability to attend evening/weekend meetings or events and to investigate/trouble-shoot on construction issues or community concerns, as may be required.
- Attend Council Meetings in support of departmental initiatives and reports, providing presentations and direct communication to Council and the public.
- Act in the capacity of alternate member of the Emergency Operations Centre during emergency events.
- Provide engineering responses and to attend after-hours meetings or special events as such events or incidents arise.
- Excellent interpersonal, project/time management, communications/public relations, work prioritization, report-writing, analytical, problem-solving, and staff leadership/supervisory skills...
- Thorough working knowledge of roads infrastructure maintenance and operations, benchmarking initiatives and best practices
- sound fleet management practices; all types of vehicles and equipment used in a municipal fleet and associated vehicle safety and licensing requirements in the Province of Ontario; inventory control systems.
- Availability to assist with emergency response and to attend after-hours meetings or special events as may be required



Preferred Qualifications (The ideal candidate)

Education (degree/diploma/certifications)

- Four (4) year University degree with a Bachelor of Applied Science in Civil Engineering or Bachelor of Applied Science in Environmental Engineering.
- Professional Engineer (P.Eng.) licensed by Professional Engineers Ontario (PEO)
- PMP. Registration (certified project management professional)
- Business Writing
- Advanced Leadership
- Team Building
- Strategic Planning Techniques
Dealing with Difficult People

Experience

- Ten (10) years of related municipal experience in Roads and Bridges infrastructure, Water Distribution, Sanitary Sewer networks, Storm Sewer Collection systems, , maintenance and operations, in a management capacity preferably in an urban growth environment, and including a minimum of four (4) years of supervisory experience.

Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”.



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Council	Regular	Presentations, providing information, exchanging information, receiving direction, resolving resident concerns.
CAO	Occasional	Providing information, exchanging information, developing strategy, receiving direction.
City Solicitor	Occasional	Litigation, preparation of agreements, provides information, discuss corporate objectives.
Director of Public Works	Frequent	Collaboration, providing/ exchanging information, developing strategy, establishing standards, interpretation of information, confidential matters, sharing staffing resources, and emergency management, fill and site alteration, budget issues.
Director of Finance/ Treasurer	Occasional	Budget planning/preparation, agreement preparation, and procurement.
Human Resources Coordinator	Rare	Recruitment, planning, staff benefits, staff performance, H&S, benefits.
Director of Planning	Occasional	Subdivision/site plan, development applications, agreements, development review committee and site alteration applications.
Chief Building Official	Occasional	Coordination of construction servicing and delivery of municipal services.
Administrative Assistant	Frequent	Provide direction, coordination, assign work.
Design & Construction Supervisor	Frequent	Providing/exchanging information, developing strategy, provide direction, interpretation of information, departmental objections, confidential matters, capital program planning and budget preparation, and discussing recruitment.
Development & Asset Inventory Supervisor	Frequent	Providing/exchanging information, developing strategy, provide direction,

Contact	Frequency	Nature of Interaction
		interpretation of information, departmental objections, confidential matters, capital program planning and budget preparation, and discussing recruitment.
Facilities Supervisor	Frequent	Providing/exchanging information, developing strategy, provide direction, interpretation of information, departmental objections, confidential matters, capital program planning and budget preparation, and discussing recruitment.
Engineering/Design/Civil Technologists, Construction Inspector, GIS/CAD Coordinator	Regular	Provide guidance and overall direction to achieve departmental goals. Make final decisions on contentious issues.
Building Maintenance – Electrician, Plumber, and Facilities Technician	Regular	Provide guidance and overall direction to achieve departmental goals. Make final decisions on contentious issues.
Inter-municipal Counterparts	Regular	Collaboratively prepare development conditions, agreement preparation, contracts, share information, share staffing resources, provide updates on projects of mutual interest, and develop plans for continued improvement.
Residents	Regular	Dispute resolution resulting in concerns elevated from the staff level.
Contractors	Frequent	Negotiate contracts for capital projects, dispute resolution, address performance, and ensure compliance with development agreements.
Consultants	Frequent	Coordinate activities, negotiate contracts, dispute resolution, address performance
Outside Agencies	Regular	Coordinate construction activities; provide municipal consents and road occupancies.

Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

- 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.

- This position spends approximately 10% of the time attending construction sites for road works, building sites, water and sewer construction with trenches, vehicle traffic, construction equipment, heights, etc.
- Generally, interactions are professional, courteous and collaborative but occasionally the interactions will escalate to rude and verbally abusive language as this position addresses complaints/concerns that escalate from front line staff.
- Occasional on call duty to investigate/resolve off hour issues and the alternate for the Emergency Operations Centre should an emergency occur.
- Normal hours of work are 35 hours per week, Monday to Friday.



Accountability & Initiative

Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- 1) Respond to Public inquiries using information from policies/procedures, City records and resources.
- 2) Utilize manuals, policies and procedures for determining subsequent requirements regarding, construction, tendering and design should issues arise requiring clarification from consultants or contractors.
- 3) Refer to industry codes and standards and their interpretation should an issue arise on a project.
- 4) Consult with current legislation, and its interpretation should an issue arise on a project.

Consultative Decision Making

- 1) Discuss project direction and project budgeting.
- 2) Inquiries for project coordination with other municipalities (cost-sharing projects).
- 3) Council Report preparation – review with Manager to ensure direction of report is accurate, discuss alternative options for each report, etc.
- 4) Prepare notifications to residents for specific projects (i.e. Environmental Assessment process for Public Information Centres, etc.)
- 5) Prepare presentations for Public Meetings for various projects – review material with Manager to ensure it follows corporate guidelines/directives.
- 6) Monitors trends and best management practices within the Municipal engineering field, and leads the updates engineering policies and standards.

Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

Local Guidelines/Policies:

- City of Port Colborne Policies – Policy/Admin Policies, Purchasing/Procurement Policies
- City of Port Colborne Contract/Tender Documents, Specifications and Drawings
- Niagara Peninsula Standard Document

- Niagara Peninsula Conservation Authority (Intake Protection Zones, Stormwater Management)

Provincial Guidelines/Policies:

- Ontario Provincial Standard Specification
- Ontario Provincial Standard Drawing
- Ministry of the Environment, Conservation and Parks Design Criteria
- Ontario Traffic Manuals
- Minimum Maintenance Standards
- Highway Traffic Act

Federal Guidelines/Policies:

- Transport Canada Grade Crossing Standards
- Railway Safety Act
- Canadian Environmental Assessment Agency
- Bridges Act
- Canada Transportation Act
- Department of Fisheries and Oceans Canada

Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

- Completes the yearly budget preparation for the annual Engineering maintenance and capital works projects for roads, watermains, sanitary sewers, storm sewers, sidewalk and curb repairs, rail crossings, and City owned facilities.
- Monitors and controls large capital works programs.
- Monitors and administers a 1 million dollar annual roads resurfacing program.
- Monitors and administers multiple maintenance contracts for watermains, sanitary and storm sewers, curbs, sidewalks, streetlights, traffic signals, guiderails, signs, etc.
- Control project budgets – manage general ledger accounts assigned to the division and approve account coding for invoicing, overall tracking of project budgets.



Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

Physical Skill

Physical Effort

***Legend**

N/A = Not applicable **Occasional**= Up to 30% **Frequent** = Up to 80% **Constant** =Over 80%

Demands	Duration
Minimal Exertion – a variety of sitting, standing, walking	Frequent

Moderate Exertion – some climbing, extensive walking	Occasional
Heavy Exertion – constant standing and/or walking; pushing/pulling	Occasional
Lifting – provide average weight/example	n/a
Keyboarding	Frequent
Intensive visual concentration -(e.g., reading reports, data analysis)	Frequent
Intensive listening concentration (e.g., interviews, taking minutes)	Frequent
Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration)	Frequent

*****Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.**



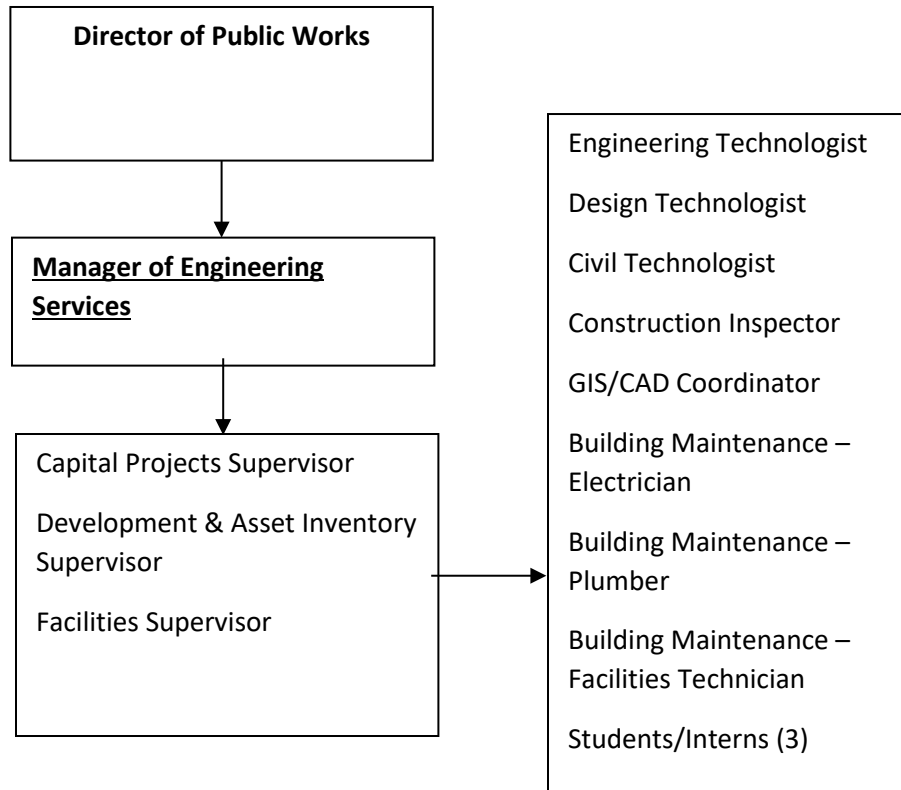
Position Classification

(Where this position fits)

Position Title: Manager of Engineering	Division: Engineering Division
Department: Public Works Department	Classification: Non-Union
Positions Supervised Directly: Capital Projects Supervisor Development & Asset Inventory Supervisor Facilities Supervisor	Reports to (Direct): Director of Public Works
Effective Date:	Positions Supervised Indirectly: Engineering Technologist Design Technologist Civil Technologist Construction Inspector GIS/CAD Coordinator Building Maintenance – Electrician Building Maintenance – Plumber Building Maintenance – Facilities Technician Students/Interns (3)
Salary Grade:	Revision Date:
	Hours per Week:

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

Director's Approval: _____

Date: _____

CAO's Approval: _____

Date: _____