

Department: Public Works

Division: Engineering

Reports to: Director Public Works

Position Objective/Summary

The Manager of Infrastructure is responsible for providing leadership and management of the planning, design, implementation, and construction of a) capital infrastructure projects for water, sewer, storm and roads replacement, b) maintenance and upgrades of City facilities and c) development review of site plan and subdivision applications, along with GIS, asset management and traffic engineering.

Duties & Responsibilities

- To plan, lead and direct the efficient and timely development and implementation of municipal infrastructure projects through an assigned team of consultants and support staff within approved budgets.
- Manage all aspects of municipal infrastructure growth, rehabilitation, maintenance and replacement projects including planning, project management, design, construction, quality control, financial management, public safety, requests for approval and work acceptance.
- Prepare reports, recommendations and provide other necessary correspondence for Council and Committees relating to Public Works. Attend Council, Committee and Public meetings as required.
- Arrange for review and comment on site plan applications and subdivision plans relating to grading, servicing requirements and security deposits in accordance with City policy and standards. Review wording of draft agreements as they relate to these. Recommend the release of securities and acceptance of works by the Municipality as appropriate.
- Develop both engineering and development standards and ensure they are implemented correctly by both Contractors and Developers through review and approvals.
- Ensure staff are utilizing efficient techniques, methodologies and appropriate prioritization of replacement and upgrades to: refrigeration systems, facility

maintenance techniques, hydro, plumbing and HVAC systems, Ice making and maintenance equipment.

- Works with the City's work order program (City Wide) creating work orders and reporting action and completion.
- Providing guidance and oversight to staff responsible for capital projects and development 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 development and capital engineering construction activities and trouble-shooting/following-up on complaints including arranging remedial action where necessary. Acting as a technical resource when required.
- Prepare or direct the preparation of surveys, plans, designs, specifications, schedules, cost estimates and tender call documents for municipal infrastructure projects and provide contract administration and site inspection duties.
- Coordinate the implementation of infrastructure projects with other Divisions/Departments, third-party user groups and the development community, including providing facilitation and municipal engineering advice and support.
- Liaise with planning and building and IT staff on development review of site plans, subdivisions and grading plans and to create efficient and effective processes for review and approvals.
- Ensure assigned staff use or wear PPE and work in a manner consistent with the OHSA and The Corporation's Health and Safety Policy.
- Ensure that environmental protection is provided within all assigned projects.
- Assist in the development and maintenance of infrastructure databases and coordinate technical data information gathering and infrastructure inspections and evaluations including the review and updating of GIS and asset management files and as-built drawings.
- Prepare administrative reports for presentation to Senior Management and Council in a timely manner, recommend new/amended by-laws and/or policies.
- Provide oversight and guidance to staff regarding traffic studies and tasks including investigations regarding speeding, vehicular access, municipal consents, road closure and right-of-way approvals. Acting as a technical resource when needed.

- Provide management approval of material quality summaries and payment certificates for contractors and suppliers.
- Review and provide management approval of construction change orders for construction contracts related to municipal infrastructure projects
- Provide both direct and indirect supervision of staff including assigning, scheduling and prioritization of works, performance review, quality control and mentoring/training.
- Serve as a technical resource to other departments within the City as well as the Engineering division.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Respond to inquiries from internal and external customers, other levels of government and regulatory authorities
- Assist in the development and implementation of process improvements.
- Provide guidance and direction to the Supervisor for the daily routine and non-routine work for Facility Maintenance staff based on maintenance work orders/requests and emergency priorities from sites.
- Researching, recommending, and implementing approved energy-saving systems and energy management programs within facilities
- Providing guidance and support in the coordination of maintenance of the building automation control and security systems for all equipped buildings.
- Other duties as assigned.

Work Schedule

Monday to Friday 830-430, attendance at meetings outside of regular working hours as required.

Education

- University Degree in Civil Engineering or an advanced Diploma in Civil Engineering Technology.

Experience

- Current certification, in good standing, as Professional Engineer (P.Eng.) with five (5) years of municipal engineering experience, or as a Certified Engineering Technologist (C.E.T.) with seven (7) years of municipal experience.
- Three (3) years' experience as a direct supervisor, preferably with an emphasis on infrastructure engineering design and construction, as well as experience working with various municipal departments, developers, consultants and government agencies.
- Ontario Driver's License with a driving record acceptable to the Corporation.

Knowledge

- Excellent interpersonal and communication skills, including strong presentation skills, with the ability to interact courteously, diplomatically and tactfully with employees, officials, members of the public and members of staff.
- Strong organizational skills to ensure proper work planning and scheduling, as well as the ability to expedite issues to promote effectiveness and efficiency.
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, 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

Skills & Abilities

- Ability to understand written and oral direction.
- Ability to assign work and ensure successful completion by his/her assigned personnel.
- Able to work with minimal supervision.
- Able to handle confidential information.

Judgment is exercised in:

- Prioritizing work activities to ensure service levels are being met.
- Recommending equipment, material and personnel needed.
- Responding to concerns/complaints and working to resolve

- Ensures the City policies and OHSA are adhered to

Interpersonal Skills/Contacts

Internal

- Coordinate program activities with management to schedule personnel.
- Assign and work effectively with co-workers emphasizing the ability to share and exchange information.
- Strong interpersonal skills to assist with defusing personnel issues.

External

- Promotion of good public relations in the facilities and with the general-public.
- Effective public relations and communication with outside contractors and service providers.
- Respond to escalated service issues, which may include responding to Citizens who are upset or angry.

Work Demands

Carries out work assignments that require the use of various pieces of office equipment, including but not limited to a computer, photocopier, scanner.

Job involves standing, sitting, walking.

Environment

Works inside in an office environment. May deal with members of the public that are irate or upset. Occasional noise, dirt, dust, odours and adverse weather.

Position History

May 2022 - This Job Description was reviewed for accurate content and AODA compliance.

Reviewed by department and approved by:

Scott Luey – Chief Administrative Officer

Date