



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF ENGINEERING PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 28,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Managing Director of Infrastructure Services, the Manager of Engineering will oversee the Engineering Services division and Infrastructure Services Capital Program. This position is responsible for planning, design, and construction of the Township's water, wastewater, stormwater, road, and bridge/culvert infrastructure. The Manager of Engineering is also responsible for the day-to-day operations of the Engineering Services division and the lead on assigned projects to ensure their successful completion in accordance with the Township's strategic directions.

The Manager of Engineering advises the Managing Director of Infrastructure Services with policy development, short-term and long-range capital works planning, work plans, budget preparation, administration, personnel management and operational direction of the Engineering division.

The Manager of Engineering provides direct supervision, guidance and leadership to Engineering staff and closely collaborates with staff in Environmental Services (Water and Wastewater Services), Public Works, Planning and Development, Finance, Communications, and other applicable staff within the organization as well as external agencies.

Key Major Responsibilities:

Leadership and Direction

- Oversee, lead, and manage five full-time staff and project consultants involved in the planning, design, and construction of the Township's water, wastewater, stormwater, road, and bridge/culvert infrastructure.
- Supervise day-to-day operations and leads the Engineering division to advance renewal and expansion of the Township's municipal infrastructure in an atmosphere of innovation, collaboration, effective communication, and continuous improvement.
- Establish goals and objectives for the division; set work priorities to achieve divisional goals.
- Provide guidance to Engineering staff related to regulatory requirements, design standards, and contractual issues.
- Possess thorough knowledge of applicable legislation, regulations, and sector-specific requirements.
- Ensure the prompt handling of service requests and inquiries received from the residents, Council, and colleagues.
- Ensure excellent customer response is provided by team members.
- Ensure effective internal & external communications with staff, other agencies and the public.

Project Management and Capital Project Support

- Review and approve engineering drawings for municipal construction projects, including road reconstruction, linear underground and vertical infrastructure, subdivision development, and site plans to ensure compliance with Township standards and best engineering practices.
- Prepare, review and approve specifications for tender documents, review and recommend of the award of tenders, monitor contractor performance, and prepare and approve progress payment certificates.
- Prepare Requests for Proposals related to municipal infrastructure including, condition assessments, servicing plans, Municipal Class Environmental Assessments, Master Plans, and engineering services (detailed design, procurement, contract administration, construction oversight, and inspection). Evaluate proposal submissions and oversee implementation of the project.
- Liaise with Planning and Development and external consultants on the review of development applications (plans of subdivision, plans of condominium, site plans, severances, zoning bylaw amendments, etc.) for engineering compliance.
- Review and approve the work of consultants, contractors, and utilities.
- Liaise with outside agencies, developers and their representatives for special studies and capital works.
- Prepare agreements and documentation for infrastructure works completed on behalf of third parties.
- Oversee day-to-day capital construction activities to ensure quality of work and to ensure that the activities are being completed in accordance with Township engineering standards.
- Oversee regular updates to Township engineering standards.

Asset Management and Financial

- Contribute to establishing and achieving the goals and objectives of the Township's Asset Management Plan in terms of infrastructure assessment, renewal, establishing service levels, and project prioritization.
- Advise in preparation of the capital and operating budgets for the department.
- Ensure that studies and capital projects are carried out within budget and approved timelines.
- Participate in development and confirmation of project scope and cost estimates for Township studies and capital works at various project phases.
- Develops, manages and administers operating and capital budgets for the Engineering division in accordance with Township policies and bylaws.
- Prepare business cases and related documentation for cost recovery of municipal infrastructure works from third parties.

Human Resources

- Completes performance reviews, establish performance requirements and develop goals and objectives for direct reports.
- Recommends staffing levels, hiring decisions, discipline, performance evaluations and staff development.
- Assists in investigating and resolving employee and human resource issues and in collaboration with the Human Resources division when necessary.
- Responsible and accountable for recruitment and performance of staff.

Corporate Support

- Advises Council, the senior management team, the Managing Director of Infrastructure Services, citizen groups, residents, business owners, consultants, utilities, and contractors on priority issues and directives.
- Develops and manages relationships within the community, internal and external stakeholders to ensure departmental programs and services support community interests and support the Township's strategic plan directives.
- Prepares reports to Committee/Council and attends Committee/Council and Public Meetings as required.
- Participates on various committees and working groups that support departmental goals and objectives.
- Develops, implements and monitors both the short-term and the long-term plans, goals and objectives focusing on the achievement of the Township's strategic plan, Council-approved initiatives and plans, such as Asset Management Plan, Transportation Master Plan, Water Supply Master Plan, Development Charges Background Study, etc.
- Other duties as assigned and/or required.

Qualifications and Requirements:

- University degree in Civil Engineering and a Professional Engineer (P. Eng.) designation in good standing.
- Minimum of five (5) years of relevant work experience with at least three (3) years of experience at a management level.
- Seven (7) years of relevant work experience with at least five (5) years of experience at a management level with a municipality is preferred.
- Relevant experience using project management principles in the planning, design, and construction of municipal infrastructure.
- Proven-track record in coaching, developing, and motivating project teams in an environment that promotes excellence.
- Considerable experience in preparing contract documents, requests for proposals, tenders for construction projects, technical reports, and reports to Council, external agencies, and third parties.
- Considerable experience with financial report processes, including budget preparation and control, expense forecasting, interpreting financial reports, and reporting on key performance indicators.
- Working knowledge of information management systems, computers and software applications relevant to Engineering functions, including Microsoft Office (Word, Excel, PowerPoint, Outlook) GIS, Asset Management programs (i.e. CityWide) and AutoCAD.
- Comprehensive and demonstrated knowledge of relevant legislation and regulations including, Occupational Health & Safety Act, Construction Act, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act, and Safe Drinking Water Act.
- Extensive knowledge and experience of civil engineering principles, including materials and methods of construction related to water supply, storage, and distribution, wastewater collection and treatment, stormwater management, road reconstruction, bridge and culvert replacement and rehabilitation is preferred.
- Experience in the application of design standards and guidance documents including, Bridge Design Code, TAC/MTO Roadway Design Standards, Ontario Traffic Manual, Ontario Provincial Standards (OPSS/OPSD), and Low Impact Development is preferred.
- Excellent organizational skills and the ability to set personal and departmental objectives and establish an approach to reaching those objectives when completing a task.
- Demonstrated people management skills and the ability to foster collaboration, resolve conflict and provide excellent customer service while balancing the interests of all stakeholders.
- Excellent consultation, facilitation, negotiation, mediation skills.
- Must possess a valid Class 'G' Driver's Licence and maintain a clean driver's abstract.

Annual Salary: \$99,670 - \$116,600

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: Friday, October 30, 2020 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.