



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF ENGINEERING

PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Managing Director of Infrastructure Services, the Manager of Engineering oversees the Engineering division and manages the Infrastructure Services capital program. This position oversees the planning, design, and construction of the Township's water, wastewater, stormwater, road, and bridge/culvert infrastructure, and manages assigned projects to ensure successful delivery in alignment with the Township's strategic directions.

The position manages departmental goals and objectives within the framework of the Township's strategic plan, directs and manages resources, establishes and monitors budgets, and ensures compliance with all applicable municipal, provincial, and federal legislation. The Manager of Engineering advises the Managing Director of Infrastructure Services on policy development, engineering standards, short- and long-range capital planning, work plans, budget preparation, administration, personnel management, and operational direction of the Engineering division.

Main Duties and Responsibilities

Leadership and Direction

- Oversees and manages Engineering staff and project consultants involved in the planning, design, and construction of the Township's municipal infrastructure.
- Oversees and directs the Engineering division in an atmosphere of innovation, collaboration, effective communication, and continuous improvement.
- Manages employee performance through regular communication, feedback, performance reviews, and the establishment of goals and objectives for direct reports.
- Recommends staffing levels, hiring decisions, discipline, training opportunities, and development initiatives.
- Manages, prioritizes, organizes, and monitors the overall work of the Engineering division to achieve divisional goals and maintain required service levels.
- Directs staff on regulatory requirements, design standards, and contractual issues, and ensures the prompt handling of service requests and inquiries from residents, Council, and colleagues.
- Develops and monitors short- and long-term plans, goals, and objectives aligned with the Township's strategic plan and Council priorities.
- Advises Council, senior management, residents, business owners, consultants, and contractors on priority issues and directives affecting Engineering services and capital works.

Project Management and Capital Project Support

- Reviews and approves engineering drawings for municipal construction projects, including road reconstruction, linear underground and vertical infrastructure, subdivision development, and site servicing, to ensure compliance with Township engineering standards and industry best practices.
- Prepares, reviews, and approves specifications for tender documents; reviews and recommends the award of tenders; monitors contractor performance; and prepares and approves progress payment certificates.
- Prepares and manages Requests for Proposals related to municipal infrastructure, including condition assessments, servicing plans, Municipal Class Environmental Assessments, Master Plans, and engineering services; evaluates proposal submissions and oversees project implementation.
- Manages consultation with Planning and Development and external consultants on the review of development applications for compliance with engineering standards.
- Reviews and approves the work of consultants, contractors, utilities, developers, and their representatives related to special studies and capital works.
- Prepares agreements and documentation for infrastructure works completed on behalf of third parties.
- Oversees day-to-day capital construction activities to ensure quality of work and compliance with Township engineering standards.
- Oversees regular updates to Township engineering standards, specifications, and contract administration practices.

Engineering Planning and Technical Oversight

- Oversees inspections of new subdivisions and municipal infrastructure works to identify deficiencies and manage final walkthroughs prior to assumption or acceptance.
- Advises Council, senior management, and stakeholders on priority issues, and represents the division at Council, Committee, and public meetings as required.
- Manages relationships with internal and external stakeholders to align departmental programs with community needs and strategic objectives.
- Oversees participation in emergency planning and infrastructure resilience coordination related to engineering systems and capital assets.
- Leads the development and monitoring of short- and long-term plans aligned with strategic initiatives such as the Asset Management Plan, Transportation Master Plan, Water Supply or Servicing Master Plans, and Development Charges studies.
- Supports corporate initiatives, interdepartmental committees, and working groups that advance Engineering and Township objectives.

Compliance and Regulatory

- Reviews compliance data and ensures compliance with all applicable legislation, regulations, and by-laws.
- Monitors and ensures compliance with applicable engineering, environmental, transportation, and municipal infrastructure legislation, standards, and regulatory requirements.
- Supports the preparation, review, and implementation of engineering-related by-laws, standards, and policy amendments for Council consideration.
- Ensures employees work in compliance with the Employment Standards Act, the Occupational Health and Safety Act, the MECP and MTO Regulations, and Corporate Health & Safety requirements, and takes every reasonable precaution to ensure a safe and respectful workplace.

Asset Management and Financial

- Develops, manages, and administers the operating and capital budgets for the Engineering division in accordance with Township policies and bylaws, providing regular updates on budget status and variances.
- Participates in the development and implementation of the Township's Asset Management Plan, including infrastructure assessment, service level establishment, renewal strategies, and project prioritization.
- Oversee the planning, scope development, cost estimation, and execution of studies and capital projects, ensuring delivery within approved budgets and timelines.
- Coordinates inspection programs, condition assessments, and lifecycle planning activities to support long-term infrastructure renewal and capital investment decisions.
- Prepares business cases and related documentation for cost recovery of municipal infrastructure works from third parties where applicable.
- Supports the Managing Director of Infrastructure Services in identifying future engineering, infrastructure renewal, and capital investment needs during budget development.

Minimum Qualifications and Requirements

- University Degree in Civil Engineering or related field and a Professional Engineer (P. Eng.) designation in good standing with Professional Engineers Ontario.
- Minimum five (5) years of relevant work experience with at least three (3) years of experience at a management level, preferably in municipal engineering, infrastructure planning, design, and capital project delivery.
- 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.
- A thorough working knowledge of municipal engineering services, infrastructure planning, capital delivery, and asset management.
- Thorough knowledge of applicable legislation, regulations, and sector-specific requirements, including the Occupational Health & Safety Act, Construction Act, Municipal Act, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act, and Safe Drinking Water Act.
- Experience in the application of engineering design standards and guidance documents, including TAC/MTO roadway design standards, Ontario Traffic Manual, Ontario Provincial Standards (OPSS/OPSD), and low impact development principles, is considered an asset.
- Must be highly organized, able to effectively prioritize workload, and have the ability to effectively manage a large number of staff.
- 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.
- Excellent written and verbal communication skills with the public, elected officials, and colleagues.
- Excellent consultation, facilitation, negotiation, and mediation skills, with the ability to foster collaboration, resolve conflict, and balance stakeholder interests.
- Proficiency with relevant software (Word, Excel, PowerPoint, Outlook, GIS, AutoCAD, CityWide, and other project and asset management tools).

- Excellent organizational skills and ability to set objectives and establish an approach to reaching those objectives when completing a task and assigning tasks to others.
- Recognize the need for accuracy, detail, and consistency when providing information for decision making.
- Ability to work with other Senior Municipal Staff and Council in a fast-paced team environment.
- Ability to work in an office as well as conduct field inspections as required.
- A valid Class G Driver's Licence and maintain a clean driver's abstract.
- Must provide a satisfactory Criminal Records Check upon hire.

Work Location: Infrastructure Services Office (7444 Wellington County Rd 21, Elora)

Annual Salary: \$134,457 - \$151,247 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **August 14, at 11:59 p.m.** Please quote job posting '2026-45' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.
No phone calls please.

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. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).