

Job Posting: #2019-21

Job Title: Director Infrastructure Services

Department: Infrastructure Services

Reports To: CAO/Director Development Services

Directly Supervises: Manager Transportation & Fleet Services, Manager Environmental Services, Transportation & Fleet Services Coordinator

Indirectly Supervises: Transportation & Fleets Services Staff, Environmental Services Staff

Hours per Week: 35

Salary Range: \$100,167 to \$121,754

Application Due Date: Tuesday July 2, 2019

Position Summary

This position is responsible to provide direction and strategic leadership for Infrastructure Services (Transportation & Fleet Services and Environmental Services). The position oversees the administration, development and implementation of service levels; policies and departmental strategies; operating and capital budgets; infrastructure needs assessment and material and equipment acquisitions. The Director of Infrastructure Services will oversee the engineering design of municipal services and projects and provide technical expertise in the areas of engineering, water/waste water and waste management operations, transit, road network operations, maintenance and municipal infrastructure.

Role Specific Duties and Responsibilities

Direction & Leadership:

1. Provide overall direction and leadership to the Transportation & Fleets Services and Environmental Services teams, management of direct reports and human resources administration which includes;
 - a. work planning, scheduling and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. promote team goals and harmony among team members;
 - e. ensure coordination and cooperation between the two divisions with regard to capital improvements and operations.
2. Prepare the overall department's annual business plan and budget (operating, capital) and participate in the review and approval process with Council.
3. Monitor the Department's overall performance against Council's approved strategic objectives, business plans and budgets. Prepare, submit and present to Council performance/status reports with mitigation plans and corrective action as necessary.
4. Direct, develop and implement new/revised policies and procedures for the divisions that align with Councils strategic objectives.

5. Participate as a member of the Municipality's Senior Management Team and act as a project leader (when assigned) on corporate-wide improvement project(s). Participate as a member of the Municipality's Emergency Management Program Committee in a designated role through the Emergency Control Group.

Transportation & Fleet Services and Environmental Services Management:

6. Identify and present best practices, trends and industry advances in the operations and maintenance of the road networks, transit, fleet management, storm and sanitary sewers, water treatment/distribution, and waste management, for possible application by the Municipality.
7. Review and approve operations and maintenance procedures, work methods and standards for sanitary treatment/distribution, water treatment/distribution, and waste management. Monitor the operating performance against procedures/standards with initiation of corrective action as required.
8. Oversee the development and specifications/standards for contracted services and equipment tenders and/or other agreements in compliance with the Municipality's Purchasing By-law. Monitor contractor/supplier performance against contract terms and conditions.
9. Oversee and provide recommendations with regards to the Municipality's specialized transit service and lead/participate in initiatives with key stakeholders, municipalities and jurisdictions regarding regional transit opportunities.
10. Formulate Terms of Reference and make recommendations on the hiring of consultants to assist with and/or undertake projects as required. Monitor their work and administer negotiated agreements.
11. Represents the Owner under the Drinking Water Quality Management Standard (DWQMS) including tracking trends/changes in municipal statutes, legislation and regulations for potential impact on the Municipality's Operations infrastructure.
12. Monitor the Municipality's compliance with all statutes and regulations pertaining to the department's maintenance including compliance with the provision of the Safe Drinking Water Act. Accountable to ensure staff have proper certifications related to their roles by conducting reviews and regular monitoring.
13. Establish operating procedures, work methods and standards covering the services delivered and monitor operations against standards and the levels of services with initiation of corrective action as necessary.
14. Provide technical leadership in the development and implementation of a preventative (life cycle) maintenance program and capital replacement strategies for municipal infrastructure, equipment and rolling stock. Oversee the management of municipal property (sand/salt storage facilities, buildings, yards, and municipal equipment).
15. Liaison with regulatory officials/agencies related to Transportation & Fleet Services and Environmental Services at the federal, provincial and municipal levels;

representation of the Municipality in Court/OMB proceedings.

16. Participate and ensuring up-to-date infrastructure information is provided as part of, review and approval of development proposals to take into account impact on requirements for existing and/or expanded/additional municipal infrastructure (i.e., roads network, water and wastewater and stormwater management).

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Perform other duties as may be assigned in accordance with corporate objectives.
3. Accountable to ensure all work is in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

- Possess a valid Class "G" Driver's License in good standing.

Education, Skills and Experience

1. Degree or diploma in Civil Engineering with related professional designation and current membership in applicable professional association.
2. Minimum 10 years' related municipal experience with 5 years' progressive experience in management and supervision, transportation and environmental services areas.
3. Thorough knowledge of transportation, and environmental services principles and practices, applicable Acts/Regulations/Standards and O.M.B. processes, roads/water/sewer infrastructure construction and maintenance, budget formulation, contract administration, provincial grant processes, and local government functions/responsibilities.
4. Strong communication (written, oral and interpersonal), organization, analytical, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations, and strategic planning skills.
5. Proven success in strategic thinking, business strategy, and change management with the Council and the community at large.
6. Influencing and motivational skills, extensive experience mediating and resolving conflicts and negotiating complex matters.
7. Ability to be decisive, and possess sufficient business acumen and political savvy to assist Mayor and Council with complex decisions and guide staff through challenging initiatives.

8. Thorough knowledge of legislation and provincial policies relative to the municipal process.
9. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
10. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Director of Infrastructure functions at the federal, provincial and municipal levels.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2019-21 by Tuesday July 2, 2019 to:

jobs@meaford.ca

Attention: Human Resources

NOTE: For those applicants selected, in person interviews will be scheduled for the week of July 22, 2019, in Meaford.

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.