

## **Job Posting #2024-14**

### **Job Title: Director, Engineering Services**

Department: Engineering Services

Reports To: Office of the CAO

Directly Supervises: GIS Coordinator; Senior Project Manager, Facility Supervisor, Engineering Coordinator, Asset Management Coordinator

Status: 16 Month Contract

Hours per Week: 35

Salary: \$110,410.95 - \$134,205.30

**Application Due Date: Until Successful Applicant is Found**

### **Position Summary**

This position provides direction and strategic leadership for the Municipality's Engineering Services division (Asset Management, Project Management Office, Facilities). The position oversees the administration, development, and implementation of service levels; policies and departmental strategies; operating and capital budgets; infrastructure needs assessments; municipal infrastructure and capital projects; master planning for roads, water, wastewater, and facilities. Develop and maintain the municipal asset management plan by working with departments to obtain the required information to complete effective asset management that focuses on preventative maintenance and lifecycle management. Provide support to User Departments and Divisions to ensure the successful implementation and management of Capital Projects. The position oversees all matters relating to Climate Change initiatives within the Municipality.

### **Role Specific Duties and Responsibilities**

#### **Direction & Leadership:**

1. Provide overall direction and strategic leadership to the Project Management, Facilities and Asset Management 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 Project Management and User Departments divisions with regard to capital improvements.
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 Council's 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 projects.
6. Participate as a member of the Municipality's Emergency Management Program Committee and as part of the Emergency Control Group during emergency situations.

#### Asset Management, Project Management and Facilities:

7. Oversee the maintenance and operation of the corporate Geographic Information System (GIS) and the integration of this system into asset management municipal operations and programs.
8. Manage the establishment and maintenance of the municipal asset registry as it relates to mapping, asset location, type, classifications, age, replacement cost, renewal or replacement schedule, etc.
9. Provide strategic direction and develop/establish/implement standard processes/policies/procedure for the collecting, updating, maintaining and managing the asset infrastructure data, condition inspection and mapping.
10. Continuously review the comprehensive inventory of all assets, identify data gaps, and create procedures to prioritize and fill data gaps as required. Ensure all required information as stated in inventory and capital asset policies is recorded.
11. Development, implementation, and maintenance of work methods, procedures, structures and systems to establish, implement, monitor, and close-out municipal infrastructure projects.
12. Works collaboratively with the User Departments and Divisions, in the preparation and submission of the annual work plans for municipal infrastructure projects;
13. Responsible for the timely delivery of year-end working papers for current capital projects and all Tangible Capital Assets. Ensures subledgers are in balance, integrity of accounts are maintained and revenue and expense accounts are reviewed and analyzed regularly throughout the year and reported to the Director of Financial Services.
14. Provide technical leadership in the development and implementation of a preventative (lifecycle) maintenance program and capital replacement strategies for municipal infrastructure, equipment and rolling stock.
15. Work in collaboration with the Director, Operations to lead required master plans for municipal roads, water, and sewer.
16. Assess and monitor the Municipality's assets and infrastructure and plan for their maintenance and eventual replacement, ensuring that long term financial strategies are in place for the replacement. Review, assess and

recommend methods/alternatives to optimize the life expectancy of all assets and infrastructure.

17. Responsible for the completion of all asset management Provincial requirements, including the development, review and updating of the municipal asset management plan. Work with user departments to ensure that asset management is a corporate focus.
18. Develop, monitor, analyze, report and manage all aspects of infrastructure performance with respect to service level standards and life-cycle costs. Provide and present information at meetings of Council and other Committees as required.

#### Climate Change

19. Act as the Municipality's representative for all initiatives relating to climate change.
20. Work with User Departments and Divisions on the development and implementation of Climate Change initiatives related to their department.

#### General Duties and Accountabilities (All Municipal Roles)

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

#### Required Certifications and/or Health and Safety Requirements

1. 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 applicable Acts/Regulations/Standards and, roads/water/sewer infrastructure construction planning, 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 directly to the Municipality quoting Job #2024-14.

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources



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](mailto:jobs@meaford.ca).