

<b>Job Posting #:</b>	<b>#2026 - 23</b>
<b>Job Title:</b>	<b>Manager, Engineering Services</b>
Department:	Infrastructure and Public Works Services
Reports To:	Director, Infrastructure and Public Works Services
Directly Supervises:	Project Managers
Hours per Week:	35
Salary:	\$98,891.15 – 120,176.88
<b>Application Due Date:</b>	<b>June 11, 2026</b>

## Position Summary

The Manager of Engineering will ensure the successful planning, coordination, and delivery of the Municipality's capital infrastructure projects. This position provides guidance and technical expertise in the design, construction, and management of municipal infrastructure, including roads, bridges, water and wastewater systems, stormwater infrastructure, municipal facilities and parks and recreation infrastructure. The Manager oversees all aspects of project management — from concept to completion — ensuring that projects are completed on time, on budget, and in accordance with municipal standards and regulatory requirements. This position plays a key role in supporting long-term infrastructure planning, asset management, and the Municipality's capital works program.

## Role Specific Duties and Responsibilities

### Corporate Management and Leadership:

1. Participate as a member of the Infrastructure and Public Works team, providing input on departmental/divisional planning and strategic initiatives; lead and/or participate on project teams, as assigned, and contribute to departmental business planning.
2. Provide leadership to the Project Management team, 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. authorizing overtime and leaves of absence;
  - e. promote team goals and harmony among team members.
3. Accountable for ensuring all staff are knowledgeable of applicable health and safety legislation, policies and procedures, perform good health and safety practices; are trained to act appropriately in emergency situations, practice safe program delivery and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
4. Develop and update policies, procedures, best practices and SOPs for the

Engineering Services to ensure standardization of practices throughout the division.

5. Prepare, administer and monitor annual operating and capital budgets pertaining to Project Management in consultation with the Director of Infrastructure and Public Works. Prepare operating budget variance reports as required. Recommend rates and fees and ensure financial accountability and viability of services. Ensure that all data and annual compliance reports required by the various Financial Services and other departments are prepared and issued.
6. Prepare Council reports/recommendations and brief the Director of Infrastructure and Public Works on all relevant matters; attend Council, Committee, community and other public meetings and events as required. Make presentations and provide advice/guidance on Project Management Services related issues and strategies, new/pending legislation and regulatory guidelines as required. Initiate actions required by Council and coordinate and monitor assigned tasks emerging from meetings as directed by the Director of Infrastructure and Public Works.
7. Prepare reports, statistics and analysis for the Director of Infrastructure and Public Works to identify opportunities for improvement in the cost and delivery of services.
8. Accountable for regularly reviewing and evaluating administrative and service delivery processes with a view to streamline/update practices and fostering excellence in communication and customer service.
9. Act as a liaison and/or resource to municipal departments and government organizations. Participate in conferences and seminars for professional development and upgrading, as required.
10. Respond to inquiries from, and/or liaises with, residents, the general public, community and special interest groups, other governments/agencies, internal branches/departments on preventative and regular maintenance of Municipal assets including water/wastewater infrastructure, service improvement programs and other works that may result in residential service disruptions.

#### **Capital Project Management:**

11. Responsible for leading a group of project managers in the management of capital projects from initiation, planning, execution, monitoring and controlling and closing, including project scoping, detailed design, environmental assessment, public meetings, tendering, contract award, construction, progress payments, conflict management, completion of contract work and passing off completed works.
12. Works collaboratively with the Directors and Managers in the Infrastructure and Public Works and Community Services Departments, in the preparation and submission of the annual work plan and budgets (operating and capital) for Engineering Services including capital projects.
13. Completes under guidance of the Director of Infrastructure and Public Works

- the development and refinement of work methods, procedures, structures and systems for the preparation, monitoring and reporting of projects plans, work specifications, contract and procurement documents.
14. Development, implementation, and monitoring of capital project plans including annual, 5 year and long-range planning with consideration of the Municipality's Asset Management Plan, agreements, Development Charges Background Study, servicing strategies, etc.
  15. Lead and provides advice on a wide variety of technical services to various departments within the Corporation. These services include project management, the design and contract administration of construction projects as well as division specific legislation/policy changes.
  16. Prepare the schedules for replacements, capital improvements, and expansions in relation to the master plans and infrastructure studies.
  17. Act as the Project Manager for key municipal projects including infrastructure renewal/expansion and long-range plans working with user departments and supervising consultants and/or contactors as required.
  18. Lead and implement the Municipality's Engineering Standards and updates as required. Liaise with other departments, developers, public and agencies regarding engineering issues and required standards as it relates to municipal infrastructure.
  19. Development and refinement of work methods, procedures, structures and systems to manage municipal infrastructure such as roads, sidewalks, curbs, bridges, stormwater drainage recommending standards and levels-of-service; developing policies and procedures; developing, implementing, and monitoring capital plans.
  20. Leads annual utility coordination meetings with 3rd party utility companies to coordinate long range project planning and reduce utility conflicts. Continue communication with utilities to deal with one off concern and allow for successful project completion.

#### **Procurement and Financial Management:**

21. Monitor expenditures and ensure projects are delivered within approved budgets. Work with Project Managers when budget constraints are identified to develop options and present preferred options to the Director of Public Works.
22. Develop and update standard procurement documents for technical requirements that reflect best practices, municipal policies and procedures, and the Municipality's Engineering Standards. Prepare detailed tender documents, Requests for Proposals (RFPs), and Requests for Quotations (RFQs) in accordance with municipal procurement policies.
23. Evaluate bids, assist in vendor selection, and ensure fair and transparent procurement processes.
24. Manage the development and maintenance of the Municipality's database of

benchmark costs for rehabilitation, renovation, and replacement of various asset classes.

25. Manage project closeout to ensure consistency with annual and long-term financial requirements.

### **Development Review and Coordination:**

26. Ensure infrastructure projects are undertaken in timely manner to support development and growth while working directly with Development Services department and Infrastructure and Public Works Managers to understand the constraints of existing infrastructure.
27. Participate in the municipal Development Review Team as a core member representing the Engineering Services Division.
28. Work in partnership with the Manager of Planning and Chief Building Official to administer the approvals, engineering, construction, and completion of development projects and participate in development-related policy projects.
29. Oversee the project management of development review including technical review of development applications, site plans, and engineering submissions to ensure compliance with municipal standards and infrastructure capacity. Oversee servicing agreements, subdivision approvals, and development conditions implemented and inspected by the project manager and consultant for compliance.
30. Facilitate communication with developers, consultants, and residents to facilitate clear communication throughout the development process.

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

1. Provides and maintains 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. 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**

- Project Management Professional (PMP) Designation or Project Management Certificate would be considered an asset.
- Professional Engineer or Certified Engineering Technician designation is preferred
- Valid Class G Driver's License in good standing.

## Education, Skills and Experience

1. Post secondary education in the field of Civil or Municipal Engineering.
2. Minimum 10 years' related experience, preferably in municipal engineering or construction environment, with a minimum of 5 years' management and/or supervisory experience.
3. Strong working knowledge of combined infrastructure projects including water and wastewater treatment and distribution/collection systems.
4. Certified Associate in Project Management or Project Management Professional designation is preferred.
5. Knowledge of infrastructure and building construction methods, engineering principles, project management, asset management and financial matters related to capital infrastructure projects.
6. Knowledge of Ontario Provincial Standards and Specifications, Accessibility for Ontarians with Disabilities Legislation and Design of Public Spaces standards, Technical Safety Standards Association, Canadian Construction Association Documents, American Water Works Association, and American Society for Testing and Materials standards
7. Thorough working knowledge of Microsoft Windows and Office applications.
8. Ability to deal effectively and courteously in all aspects of the position; to work effectively and to foster good rapport and cooperative working relationships.
9. Strong skills in communication (written, oral and interpersonal), organizational, public relations, customer service and project management.
10. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

## Physical Demands and Working Conditions

- Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter/office interruptions. Regular site visits which may take place in unseasonable weather and require standing or walking over uneven ground.
- Physical demands require computer work concentration, sitting and standing. Site visit physical demands requires standing and moving, uneven ground, and occasional lifting. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust etc.
- 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, Mayor and Council, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job # 23 by June 11, 2026:

[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).