



Manager, Engineering Division

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Reporting to the Director, you will support the organization, strategic planning and operation of Infrastructure Services. Specifically, you will direct a talented group of technical experts in the delivery of development infrastructure; municipal capital and maintenance works; drainage and construction inspection services. As Manager, you will formulate annual work plans and ten year capital forecasts and assume direct responsibility for complex, special projects. A post-secondary graduate with an engineering designation, you are an organized, creative problem-solver, able to prioritize and deliver a high volume of assignments. As someone who leads by example, you are skilled at building & maintaining key relationships. Indeed, success requires developing a close working relationship with the managers of roads, water/wastewater and facilities to ensure an integrated approach and high level of customer service. Compensation includes an annual salary of \$96,672-\$116,471 and comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Wednesday, October 18, 2017**. [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Infrastructure Services

Division: Engineering

Reports to: Director, Infrastructure Services

Position Objective

Support the organization, operation, strategic planning and delivery of Infrastructure Services. Success requires developing a close working relationship with the Manager, Parks & Facilities, Manager Water & Wastewater and Manager Roads & Fleet to ensure an integrated approach and high level of customer service with respect to Infrastructure Services.

This position also provides support to Planning & Development Services in the development of new infrastructure projects. (See also Corporation's Drinking Water Quality Management system-DWQMS)

Duties & Responsibilities

1. Manage and direct the Engineering Division, including the activities of the Development Section, Municipal Projects Section, Construction Inspection Section and Municipal Drainage Section.
2. Provide leadership, support and counsel to the respective sections in developing, establishing and executing objectives and programs.
3. Monitor, confer with, and advise the respective sections on the procedures for the operations, administration and control, provide coordination between sections, and make recommendations to the Director, where necessary.
4. Participate in Top Management operational oversight of entire water distribution system and the DWQMS; participate in the Department's management group; act in the absence of the Director, as required, to ensure the coordination/completion of Division/Department projects.
5. Oversee overall organization of work and effective deployment of human and physical resources; facilitate interdependence between sections.
6. Prepare the Division's yearly and ten-year capital expenditure programs and the yearly operating program to be dealt with out of current revenue.
7. Prepare annual estimates and budgets for the Engineering Division and submit them to the Director; control and monitor expenses as approved by Council, including acquisition of supplies and services.
8. Formulate and administer short and long-term policy and operational objectives and special projects.
9. Assume direct responsibility for complex and special projects as directed by the Director, Infrastructure Services.
10. Provide liaison and engineering advice, as required, on matters of policy or items of mutual concern between the Engineering Division and other Infrastructure Services divisions, other Corporation service areas, other agencies, and other levels of government, to coordinate their requirements with those of the Division.

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11. Prepare and recommend controls and agreements covering work done for the Corporation by outside contractors; organize and assign jobs following tendering awards; supervise the work on an ongoing basis; monitor and assess performance to ensure that the contracts are honoured.
12. Stay current with legislative and regulatory changes, recommend and/or take appropriate action in response; ensure knowledge of relevant legislation, regulations, practices remain current.
13. Prepare and, when required, present Administrative and Status reports, policy recommendations, by-laws and/or resolutions for the Director, Infrastructure Services as well as for Council's consideration.
14. Lead in the selection of Division staff; support evaluation and discipline of existing staff; participate in Labour Management forums.
15. Ensure adherence to *Occupational Health and Safety Act, The Corporation's Health and Safety Policy and all other relevant legislation.*
16. Receive and respond or co-ordinate responses to customer enquiries and complaints. Monitor customer satisfaction.
17. Support emergency readiness of Engineering Division.
18. Investigate, develop and implement process improvements.
19. Attend and provide support to Committees of Council which may include Infrastructure Services Business Sub-Committee, Traffic Coordinating Committee, Technical Planning Advisory Committee, Strategic Planning Committee, Land Committee and other non-Council working groups as appropriate

Education & Experience

- Post-secondary education in Construction, Engineering or like discipline
- Professional Engineer designation (P.Eng), Civil or Municipal
- Eight (8) years of progressively responsible experience in a relevant field
- Valid driver's license

Knowledge

- Technical knowledge of the planning, standards, design, construction, maintenance and repair of road, water and sewer works infrastructure and appurtenances
- Technical knowledge of local government structure, protocol, procedures, budgeting and funding
- Technical knowledge of the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Cemeteries Act, Navigable Waters Act, Occupiers' Liability Act, Occupational Health & Safety Act and other applicable legislation
- Technical knowledge of budgeting, asset management and procurement
- Technical knowledge of computers and engineering software applications
- Technical knowledge of Corporation's Emergency Response Plan
- General knowledge of customer service

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Skills & Ability

- Steward Department vision and prioritize goals in an evolving political environment
- Prioritize and organize a high volume of assignments; delegate and empower to ensure prompt project completion
- Lead by example; motivate associates in a team environment
- Analyse and solve complex problems and recommend innovative, practical solutions
- Communicate clearly; openly and honestly
- Demonstrate ethical conduct, political sensitivity, discretion, integrity and reliability
- Interact skillfully and professionally with internal and external customers and members of Council
- Attend meetings if and as required, including meetings during non-traditional working hours
- Is accountable for overall Department performance
- Willing to adapt to change, learn and practice new skills

Supervision

All aspects of the Engineering function.

Work Demands

- Work is judged primarily on overall results; frequently develops methods to achieve desired results;
- Work evenings and weekends, as required
- Frequent mental and visual alertness
- Frequent vehicle operation and occasional walking
- Occasional noise, dirt, odours and adverse weather
- Possible exposure to chemicals
- Errors may result in lost or reduced productivity, public embarrassment, customer dissatisfaction, personnel injury, property damage and provincial offence

Position History

In December 2004, the job description for the Manager, Engineering Division was modified and the department's name changed resulting from restructuring in accordance with By-law No. 200-04. It was further amended in June 2008 in advance of a competition and again in November 2012 and in 2015 based on the experience of the incumbent Manager. It was updated following a corporate re-organization in March 2016.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

Chief Administrative Officer

Date