

TOWNSHIP OF WOOLWICH

POSITION DESCRIPTION

DATE: APRIL 2019

POSITION TITLE: DIRECTOR OF INFRASTRUCTURE SERVICES

DEPARTMENT: INFRASTRUCTURE SERVICES

IMMEDIATE SUPERVISOR: CHIEF ADMINISTRATIVE OFFICER

Position Summary

To provide professional assessments to Council and Senior Management and direction and leadership to the staff of the department in the delivery of all related programs and services.

Direct, co-ordinate and administer the engineering and public works functions of the Township ensuring levels of service requirements are met in all areas of the Township and that requirements of all pertinent Provincial legislation and the engineering policies of Council, are adhered to, and respected.

Major Responsibilities

Lead and direct the strategic, general and financial management and the day to day administration of the Infrastructure Services Department associated with:

- Engineering Services (Development, Capital, Operations and Asset Management)
- Roads, Bridges, Sewer, Water Distribution and Wastewater Collection Systems, Municipal Drains

Develop long and short-term goals and objectives, plans and strategies through the preparation of the department's annual Business Plan that aligns with the Township's Strategic Plan. Establish priorities for review and approval by the Senior Management Team and Council, and direct the efficient, and timely implementation of the Business Plan.

Direct, oversee and advise on all matters related to the design and construction of Township services, the Township's asset management program and municipal drains, and ensures that functions are carried out within required standards in an effective and efficient manner.

Work with the Manager of Public Works and oversee on matters relative to the operation and maintenance of Township services and infrastructure.

Collaborate with Planning and Development Services regarding matters relative to the design, construction and overall development of standards for new Township services/infrastructure that are a result of development that was approved through the planning process.

Oversee the preparation of reports / recommendations, attend Committee/Council and public meetings/open houses, provide guidance/advice on engineering and public works matters which includes emerging trends and significant/new legislation and regulatory matters that may impact the Township.

Direct the preparation of and review and approve the department's annual operating budgets and long-range capital program and monitor adherence to same and provide input to the Financial

Services Department on the implication of future growth and related infrastructure on the Township's Development Charges Study and By-law.

Directs and co-ordinates the development and preparation of principles, strategies, policies, and recommendations relating to all physical, social and economic changes affecting the Township.

Participates as a member of the Senior Management Team in reviewing and approving all reports and recommendations for submission to Council and assists in the development, administration, and consistency in the implementation of the Township's Strategic Plan and Township-wide policies and procedures.

Initiates and maintains strategic alliances and partnerships within the community, our corporate partners, government departments and other agencies for the development of an enhanced resource base and co-operative service provision.

Determines departmental staffing requirements and participates in the hiring and selection of departmental staff. Ensures professional development, training and performance review programs are carried out in accordance with approved guidelines, and that all staff are appropriately developed and trained.

With the approval of Council and based on established work plans (such as the Department's Business Plan), provides oversight with regards to engaging such consultants as may be necessary to undertake major departmental projects.

Communicate and interface with Council, the public, our corporate partners, government and other agencies on all departmental matters in an efficient and effective manner.

Develop policies with respect to the awarding and supervision of consulting services and approve payment certificates and other instruments necessary for appropriate oversight.

Oversee and manage all human resources demands and issues within the department including staffing, customer service, discipline, labour relations and health and safety compliance.

Provide evidence at tribunals and Provincial Court as required, and participate in collective bargaining, mediation and arbitration related to labour relations.

Act as the CAO in accordance with the rotation schedule.

Prepares and implements, in accordance with the municipality's Strategic Plan, the department business plan in an efficient and effective manner, and ensures the allocation of resources towards the pursuit and achievement of departmental and corporate and strategic goals.

Participate as a member of the Community Emergency Control Group.

Other projects as assigned.

KNOWLEDGE AND SKILLS

Education and Experience

A university degree in a Civil engineering related discipline, licenced to practice in Ontario through the PEO or diploma from a recognized College or Technical Institute in a civil engineering related discipline, with an accredited designation through OACETT

A minimum of seven years of work and managerial experience in engineering, five (5) of which are with a municipal or public sector authority.

The Work Requires:

Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines.

Tact, diplomacy and knowledge of local government and related political processes.

Organizational, analytical and planning skills to effectively assess, direct and manage the related programs and services.

Membership and certification in the core discipline of academic study (Civil).

A very good knowledge of general management principles and theories as they relate to a wide range of public works programs and services in order to effectively direct the delivery of same.

Familiarity with current legislation and guidelines as they relate to water and wastewater services affecting municipalities.

Detailed knowledge, and ability to interpret and administer a variety of regulations, acts, contractual agreements, policies and guidelines pertaining to department programs.

General knowledge of budgeting practices and processes from initial development to monitoring of variance reporting functions.

Analytical skills to define and resolve public works related problems.

Time management skills to respond to request/direction in a timely manner and to meet prescribed deadlines.

Experience and exposure to issues associated with economic development or large scale property investment and development.

Negotiation and mediation skills to carry out effective land purchases/sales transactions.

Communication skills to advise Council, staff and the public on engineering matters.

Management skills to supervise and motivate staff and administrative and management ability to plan, direct, control and monitor departmental activities and resources.

Working Conditions

Generally works from an office environment. No unusual working conditions.

Required to attend regular Council and/or Committee meetings

Occasional requirement to attend community meetings, construction sites, etc.

CLASSIFICATION

Non-union/Union:

Non-union/Supervisory – senior management
Full time (35 hours per week)

Supervision:

(Direct) Manager of Public Works
 Engineering Operations Division
 Engineering Capital Division
 Engineering Development Charges Division
 Asset Management Division

(Indirect) Administrative Assistant
 Consultants

Rating and Salary:

Level 11 (2019)