



The Township of West Lincoln is hiring a *Manager, Capital Design and Delivery* (Existing Vacancy)

The Township of West Lincoln is a community where thoughtful growth, strong governance, and local connections matter. Situated in the Niagara Region, the Township covers more than 540 square kilometers and is home to approximately 16,000 residents, with Smithville as its hub. Guided by strategic planning and a culture of excellence, the Township West Lincoln works to meet the evolving priorities of its residents while shaping a sustainable future for the community.

About the Role:

Reporting to the Director, Infrastructure, the Manager, Capital Design and Delivery will lead the planning, design and delivery of a diverse range of municipal infrastructure projects, including roads, bridges, stormwater, water and wastewater systems. The role oversees projects from initial planning through design, procurement, construction and close-out, working closely with consultants, contractors, internal teams and other stakeholders.

The Manager will also play a key role in advancing the Township's asset management and infrastructure planning programs, helping identify priorities, manage risks, plan for future growth, and make informed decisions about the Township's infrastructure investments.

This is a hands-on leadership role for someone who enjoys bringing projects from concept to completion, working collaboratively with others, and helping shape the infrastructure that supports the Township's communities today and into the future.

Key Responsibilities:

- Lead the planning, design, procurement, and delivery of municipal capital projects, including roads, bridges, stormwater, water and wastewater systems, recreation, and municipal facilities.
- Manage projects through all phases, from condition assessments, scope development and design through tendering, construction, contract administration, inspection, and close-out.
- Lead consultants, contractors, and internal staff, providing direction and ensuring projects are delivered safely, efficiently, and in accordance with municipal requirements and industry standards.
- Develop project scopes, Terms of Reference, procurement documents, budgets, schedules, and risk management strategies, and oversee the selection and management of professional services.
- Manage construction contracts, including quality assurance, inspections, progress payments, change management, documentation, and resolution of project issues.
- Support the Township's asset management and GIS programs through condition assessments, infrastructure data, lifecycle planning, and capital budget forecasting.
- Manage municipal drainage infrastructure in accordance with the Drainage Act, Tile Drainage Act, applicable legislation, and municipal by-laws, including responding to drainage concerns and complaints.
- Prepare reports, presentations, by-laws, project updates, budgets, and recommendations for Committee and Council, and provide project and financial reporting as required.
- Develop and manage operational and capital budgets, including long-term forecasts, procurement, budget tracking, and financial controls for infrastructure projects.
- Support continuous improvement of policies, processes, and service delivery, ensuring compliance with legislation, procurement requirements, and municipal policies.

Qualifications:

- Three-year Civil Engineering Technologist diploma and OACETT designation, or equivalent.
- Minimum 10 years of experience in a civil engineering environment, including at least 7 years managing projects valued at \$1 million or more.
- Strong knowledge and experience in municipal infrastructure, including roads, bridges, stormwater, water and wastewater, municipal drains, and asset management.
- Knowledge of municipal and provincial design standards and applicable provincial and federal regulations.
- Strong project management, contract administration, communication, and organizational skills, with the ability to work effectively with consultants, contractors, staff, elected officials, government agencies, and the public.
- Experience with municipal drains and the Drainage Act, asset management, GIS/CAD, and project management software would be considered an asset.
- A civil engineering degree/diploma, PEO or OACETT certification, PMP designation, and Drainage Superintendent certification would be considered assets.

Compensation and Hours of Work:

The salary range for this position is \$107,199.46 - \$131,473.56 (2026). The Township also offers a comprehensive benefits package and participation in the OMERS pension plan.

Application Process:

Interested candidates are welcome to submit their resume and letter of interest by 4:00pm on **Friday September 25, 2026** to recruitment@westlincoln.ca.

Please indicate the position you are applying for in the subject line of the email.

Please visit <https://www.westlincoln.ca/township-office/jobs/#> for a detailed job description.

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

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.