



Position Synopsis and Purpose

Under the guidance of the Director, Infrastructure, this position is responsible for managing and administering projects and services related to operational and capital works for Township infrastructure, including roads, bridges, stormwater, water and wastewater systems. This position oversees projects from initiation, planning, design, tendering and contract award through to construction administration and inspection. With a thorough understanding of municipal infrastructure and project management best practices, the position focuses on identifying infrastructure improvements required to address existing system deficiencies, improve system operations and asset condition, and accommodate future growth.

The position leads consultant assignments and acting as the Township's primary project contact, working with teams of internal and external stakeholders to coordinate project activities, keep stakeholders informed of progress, and ensure their interests and preparing project-related Council reports, presentations, and status reports. The ability to read and interpret engineering drawings, planning and engineering reports, and other technical documents is required to support effective project delivery and ensure adherence to project management, procurement and industry best practices.

This position is also responsible for providing updated data for asset management and Geographic Information Systems (GIS), manage the Township's municipal drain system, and providing support for projects and services related to parks, recreation, and facilities development services. The position is responsible for coordinating key asset management and infrastructure planning strategies in alignment with the Township's long-term goals and vision.

Asset management responsibilities include the development, implementation, and administration of asset management plans that consider lifecycle expenditures for municipal assets, as well as the development of decision-making frameworks, business processes and tools that incorporate capital and operating budget development, prioritization, risk analysis, and levels of service. This involves working in partnership with internal departments and managing consulting services to complete a range of projects including, condition assessments, operations and maintenance standards development, software implementations and other technical studies.



Major Responsibilities

Description	Approx. Time Spent (%)
Administration • Procurement and Project Management of municipal infrastructure projects including construction or reconstruction of roads, bridges, storm water, water and wastewater systems, recreation and municipal facilities; from condition assessments, initiation, planning, environmental assessment, conceptual design, detailed design, public meetings, tendering, contract award, contraction administration and inspection, construction, progress payments, conflict management and project close outs. • Assign work and provide direction on capital projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects. • Develop Terms of Reference, procurement documents, evaluate and analyze proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and construction inspection. • Arrange utility, government, and other agency project coordination. Develop and maintain good working relationships with outside agencies, including Niagara Region, Niagara Peninsula Conservation Authority, Ministry of Environment and Climate Change, Ministry of Transportation, Ministry of Natural Resources, Department of Fisheries and Oceans, and Transport Canada, etc. • Develop internal and external relationships with various departments, municipalities, stakeholders, Ministries, and agencies. • Manage the maintenance of existing drains and the construction of new drains in accordance with the statutory requirements and municipal by-laws under the Drainage Act and Tile Drainage Act • Advise citizens of approached that they might take to solve their drainage problems and investigate and respond to Municipal Drain complaints. • Provide and update condition assessments and data for asset management and global information systems (GIS) in order to assist with capital budget planning and life cycle costs.	40%

Description	Approx. Time Spent (%)
• Prepare reports for Committee and Council. • Prepare and write by-laws. • Represent the Director, Infrastructure in their absence. • Perform other duties as assigned, to meet Infrastructure department goals and service plan objectives.	
Policies/Programs/Service Delivery • Manage contract preparation, administration, inspection, and quality assurance during the construction phases of projects, developing specifications and ensuring compliance with contract specifications and negotiating changes to contracts. • Develop project scope and terms of reference for planning and detailed design phases of capital projects. • Coordinate tender preparation, monitoring bid progress/status. • Coordinate project construction phases and tasks with stakeholders, contractors, consultants and the public to administer and fully document all project activities related to capital projects. • Manage project resources and schedule (including milestones) and identify project risks and mitigation measures. • Prepare and/or sign applications for required approvals and permits. • Monitor and evaluate performance of contractors, consultants, and others as appropriate. • Prepare designs for municipal infrastructure construction, undertaking design calculations, preparing detailed cost estimates and budgets and providing technical comments on development and site plans. • Review and verify engineering reports, designs, contract drawings and specifications to ensure compliance with municipal and industry requirements, policies, procedures, and applicable legislation.	30%
Financial Management • Develop operational and capital budgets including 10-year forecasts. • Respond to stakeholder inquiries and concerns, reports to Council and other committees, develop project status reports, manage and ensure project deliverables (including minutes, reports, budget	20%

Description	Approx. Time Spent (%)
tracking, schedules, closeout, etc.), project record keeping including tracking of budgets and KPI's. - Investigate insurance claims for damages on construction projects and report of findings, ensuring contractors, consultants, and other 3rd party agencies follow proper processes. - Monitor policies and procedures to ensure compliance, efficiency and effectiveness, identifying opportunities for improvements and providing input into the Section's administrative policies and procedures related to capital projects - Provide budget control for the Infrastructure department as required - Procure materials and supplies for in-house projects. - Scheduling of work for in-house projects. - Procure professional services and contracting services for capital projects.	
Human Resource Management/Organizational Effectiveness - Lead, manage and be accountable for direct-report staff by: - Directing the work, practices and procedures of Infrastructure staff (on an as required basis) - Provide in-house staff training as required.	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

1. List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

- Unknown conditions and/or property constraints are found during construction that will impact the progress of construction, project schedule and ultimately the final

product, and cost. Design alterations will be required to avoid as many of those setbacks as possible. Therefore, it is necessary for the incumbent to analyze the various options and decide on the most practical, economical and effective option based on best practice and past experience.

- During road rehabilitations projects, some problems may arise after removing the top layer of asphalt. The problem has to be investigated and analyzed in the field to determine what type of extra work is required for the best end product while remaining within project budget.
- During the design phase of the municipal project, a resident or business presents a potential issue with construction near their property, for example, access to the property during construction. To resolve the issue, alternate access must be looked at, or possibly construction staging.

2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.

- If there is a potential significant financial impact from a project from unforeseen construction issues.
- Sensitive issues that could become politically driven or could have negative impact in the media.



Required Training

*Attends training, workshops and seminars where appropriate and as required.



Minimum Qualifications

Education (degree/diploma/certifications)

- Three (3) year Civil Engineering Technologist diploma with a designation from the Ontario Association of Certified Technicians and Technologists (OACETT)

Experience

- Minimum 10 years in a Civil engineering environment, and at least 7 years as a project manager in projects valued over \$1,000,000

Knowledge/Skill/Ability

- Working knowledge and experience with project management, design and contract administration of roads, bridges, storm water, water and wastewater, municipal drains, municipal parks and facility/building and asset management practices.
- Extensive knowledge of road, bridge, sanitary sewer, storm water, and watermain design.
- Working knowledge and ability to interpret provincial and municipal design standards and provincial and federal regulations.
- Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.



Preferred Qualifications

Education (degree/diploma/certifications)

- A degree or diploma in civil engineering from a recognized college, technical institute, or university.
- Certified member of PEO, or OACETT.
- Additional education or training with computer applications relevant to the position, i.e. Microsoft Office, GIS/CAD.
- A Project Management Professional designation would be an asset
- Completion of the Drainage Superintendent course is an asset

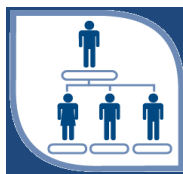
Experience

- 10 plus years experience in a Civil Engineering environment in municipal infrastructure, with direct experience as a project manager in projects exceeding \$1,000,000.00.
- 1 to 3 years' experience with municipal drains and Drainage Act considered an asset.
- Experience in management of retrofit/rehabilitation building projects integrated within existing operating facilities.
- Experience in a multi-disciplinary engineering environment, including civil/structural, mechanical, electrical, and instrumentation engineering.
- Proficient with spreadsheet software and project management software

Knowledge/Skill/Ability

- Management of consultants and contractors for municipal infrastructure, recreation, and facility projects.
- Knowledge and experience with project management, design and contract administration of roads, bridges, storm water, water and wastewater, municipal parks and facility/building and asset management practices.
- Working knowledge and ability to interpret provincial and municipal design standards and provincial and federal regulations.

- Experience with record keeping, budgeting, and report writing is essential.
- Surveying skills are an asset.
- High level of proficiency in computer applications, i.e. Microsoft Office, GIS/CAD.
- Ability to work independently and cooperatively within a team environment.
- Requires excellent communication skills to effectively conduct required duties and responsibilities of the position.
- Effective facilitation, communication, presentation, interpersonal and organizational skills.
- Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
- Knowledge of and demonstrated ability in core competencies, including; customer services, communication, teamwork, initiative, self-management, accountability, and motivation.

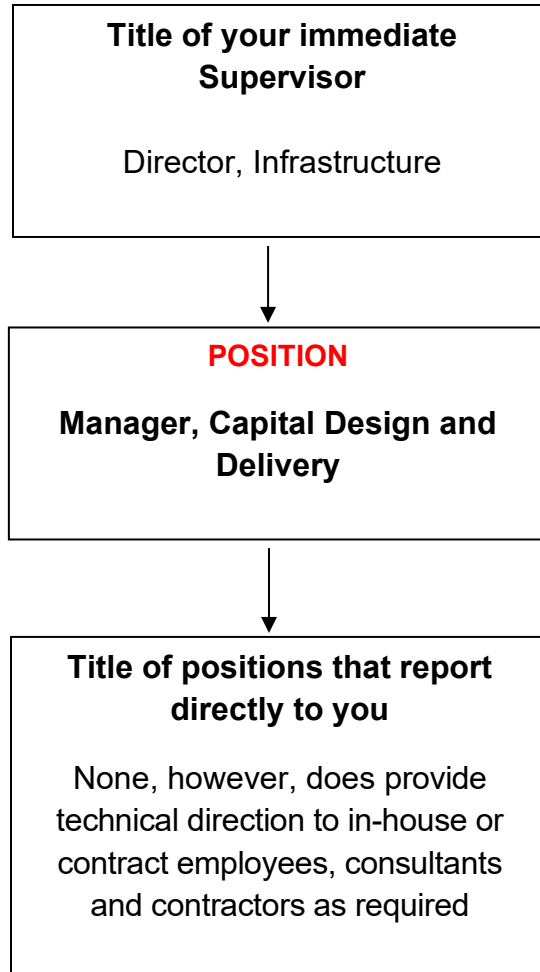


Position Classification

Position Title: Manager, Capital Design and Delivery	Division: Infrastructure
Department: Infrastructure	Classification:
Work Location: Township Administration Office	Reports to (Direct): Director, Infrastructure
Position(s) Supervised Directly:	Position(s) Supervised Indirectly: Infrastructure Secretary, Provides technical direction to in-house or contract employees, consultants and contractors as required
Effective Date: August 2020	Revision Date: August 2026
Salary Range: \$107,199.46 - \$131,473.56	Hours per Week: 35 hours

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Created: May 2020

Revised: July 2020

Revised: August 2020

Revised: August 2026