



**Town of Erin**  
Infrastructure Services

**Director of Infrastructure Services & Town Engineer**

*Job description and duties are currently under review*

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**Business Unit:** Infrastructure Services

**Position Title:** Director of Infrastructure Services & Town Engineer

**Reports To:** Chief Administrative Officer

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**THE OPPORTUNITY**

Get a chance to be the mastermind behind the Town of Erin's Infrastructure plans and developments. Reporting directly to the Town's Chief Administrative Officer (CAO), the Director of Infrastructure Services is responsible for the overall direction, management and administration of departmental units associated with Engineering and Roads, in addition to overseeing the outsourced water services which reside with the Ontario Clean Water Agency.

As a member of the Town's Leadership Team, the incumbent will be responsible for the leadership of the aforementioned areas of business including the delivery, development and maintenance of municipal systems. The incumbent will also help develop, manage and support strategies, plans, budget coordination, asset management planning, needs assessments. The incumbent is also responsible for performing statutory duties under the Ontario Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Occupational Health and Safety Act, Council policies; and to provide procedural advice and assistance to Council.

**MAJOR RESPONSIBILITIES**

The duties listed below are not meant to provide a description of each and every job performed, but only those which represent the core functions of the job.

- Provide leadership, direction and the overall management and administration of the Infrastructure Services Department including the management of all agreements and contracts, capital and operational planning, organizing, and directing the operation of traffic, transportation, engineering services, the municipal road network, water distribution (and sanitary sewage collection systems in future) in consultation with the CAO.
- Prepare reports with technical advice on engineering and operational issues and make recommendations to the CAO and Council for new departmental policies, and/or revision of existing policies related to the operation or execution of activities assigned to the Department.
- Accountable for overseeing annual departmental business plans including the development and delivery of department operating and capital budgets; approves and monitors the department's expenditures against budgets approved by Council.
- Oversee and guide procurement and purchasing practices in accordance with policy, including Requests for Proposals, Tenders and operational expenditures in order to ensure maximum value and adherence to approved budget.
- Oversee the preparation and submission of applications to various boards, agencies and ministries, which require approval for funding, subsidy allocation etc. (Ministry of Environment, Ministry of Transportation and Communications).
- Assess the Town's infrastructural needs and design infrastructure plans that guarantee the maintenance of existing and future infrastructure, as approved by Council.
- Represent the Town as an official liaison on community infrastructure projects, plans, and strategies.
- Ensure a high level of competence and promote professional development of staff.
- Manage the ongoing development, implementation and monitoring of all Town capital engineering projects and overseeing contractor/ consultant services regarding the Town's Wastewater Treatment Project, Roads and Water projects.

- Leadership and solid understanding of the development, approval and implementation of short-term and long-term departmental plans with emphasis on Asset Management and life-cycle projections.
- Responsible for recommending and formulating policies, procedures and guidelines to the CAO related to the operation, co-ordination of services or execution of activities and ensures the implementation and documentation of same.
- Establish, maintain and evaluate the effectiveness and responsibilities of the overall department in consultation with the CAO.
- Responsible for ensuring compliance, training and staff supervision pertaining to applicable provincial and federal legislation, i.e. WHMIS; Occupational Health & Safety standards and practices, Workers Compensation Act.
- Coordinate and review all departmental reports, as appropriate – including authoring reports for Council.
- Serve as member of Leadership Team and attend meetings of Council as directed by the CAO.
- In accordance with the policies adopted by Council and in consultation with the CAO, responsible for performance management of all departmental employees.
- Perform other related duties as may be requested by the CAO.

## **POSITION REQUIREMENTS**

### **Education**

- University Degree in Engineering, preferably Civil Engineering
- Current Certification, in good standing as a Professional Engineer (P.Eng.) with the Association of Professional Engineers of Ontario (PEO)
- Master-level qualification preferred.
- A valid Class “G” driver’s license

### **Experience**

- 5-8 years of experience in engineering including 5 or more years of senior management experience overseeing the administration of Infrastructure Services, including a Roads/Transportation department, water supply and distribution, sanitary sewage and treatment, preferably in a municipal or public sector environment.
- Experience developing and managing capital and operational budgets.
- Technical knowledge of the legislation and policies that affect Roads operations, including familiarity with the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Occupational Health & Safety Act, municipal law, insurance and labour relations
- Excellent interpersonal and communication skills with the ability to interact courteously, diplomatically and tactful with employees, officials, members of the public and members of Council.
- Broad range of experience in a variety of areas including all disciplines of Civil Engineering, fleet procurement and management, and computer applications to engineering and management.
- The ability to develop clear goals and objectives for all Business units under the Infrastructure Services Department, and an effect leader with the ability to build strong teams
- Strong organizational skills to ensure proper work planning and scheduling as well as the ability to expedite issues to promote effectiveness and efficiency.
- There is a requirement to be continually productive, to meet deadlines and manage a number of requests and situations at one time. Intense concentration is often required conducting financial analysis with compulsory detail and high levels of accuracy.
- Experience with bids and tenders.
- Proven experience in presenting to Council and writing Council reports. A professional business-like manner and good listening skills are essential in the role.
- Create and maintain contacts within the municipal industry are essential, particularly from neighboring municipalities & at the County level.

### **Working Conditions and Environment**

- The foregoing represents a reasonable statement of the requirements of this position.
- This position is for a 40-hour a week position.

- This is a hybrid position working 8:30 am - 4:30 pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- The compensation range for this role is \$133,004.29 - \$155,584.42
- The Town of Erin provides an excellent comprehensive benefit package as well as enrollment in the OMERS pension plan.

**Interested applicants may submit their resumes to HR@Erin.ca. This job posting has been updated and resumes will now be accepted until 4:00 pm on May 15th, 2024.**

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The forgoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.

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