



FULL TIME EMPLOYMENT OPPORTUNITY DIRECTOR OF INFRASTRUCTURE AND OPERATIONS

Located in Southwestern Ontario, the Municipality of North Middlesex serves a population of 6,700. Being conveniently positioned along main routes from more urbanized areas (20-minute drive to London and under one hour to Sarnia) to key travel, recreation, and tourism destinations (just minutes from Lake Huron and the Pinery Provincial Park). North Middlesex offers a close-knit, friendly and safe community, offering a great place to live, work and play. Having a history that is firmly rooted in agriculture and farming, our mission is to lead, live and invest in a dynamic, inclusive community.

North Middlesex is known for its diversified, export-focused agricultural sector; two vibrant downtown commercial centres underpinned by small business and entrepreneurship; and ongoing residential and employment growth supporting an increase in population and economic opportunity.

The Director of Infrastructure and Operations is responsible for the overall operation of the Engineering and Public Works Division. Under the direction of the Chief Administrative Officer, and a member of the Senior Management Team, it provides effective leadership to the Infrastructure and Operations Department including management of roads, bridges and municipal drains; for oversight of our service provider for drinking water supply and distribution and wastewater treatment; and maintenance of public buildings. The Director will be accountable for the administration and management of all infrastructure including efficient staffing, budgets, strategic planning, and legislative compliance and will provide expert advice and sound recommendations to the CAO and Council on the department's operating and capital needs as well as operational and business plans.

PRINCIPAL DUTIES

- As part of the Municipality's Senior Management Team, participates in setting priorities and implementing the Municipality's Strategic Plan and the management of corporate goals consistent with Council's policies ensuring that all services are delivered effectively and efficiently.
- Assists the CAO in determining short and long-term organizational planning, through design, maintenance, and review of all aspects of the department.
- Oversee the Municipality's infrastructure and capital construction programs; ensure the application of Municipal standards; monitors processes and facilitates the resolution of problematic issues; and directs the development of engineering and operational strategies.
- Monitors, reviews, and evaluates administrative and service delivery processes with a view to a "best practices" approach; prepares periodic reports to Council on service delivery changes and program/performance enhancements.
- Make presentations and provide advice/guidance on plans and strategies related to engineering studies and significant new or pending legislation and regulatory guidelines.
- Makes recommendations on the hiring of consultants and contractors to assist with/undertake major departmental projects/studies as required; monitors their work and administers/oversees the administration of agreements in accordance with Municipal by-laws, policies and procedures.
- Responsible for the development and implementation of the annual and multi-year budgets and asset management plans within the various sections of the Department, to set priorities, allocate resources and deliver results in accordance with the overall organizational strategic vision.
- Establishes and maintains strong relationships with colleagues, elected officials, external agencies, and the community.
- Ensures that Council-approved policies and procedures, including records documentation and retention, are observed, and adhered to by all sections and employees within the Infrastructure and Operations Department.
- Attends Council and committee meetings, responds to queries, advises and communicates on infrastructure and operations matters.

- Implements Council directives and decisions with follow-up on implementation and corrective actions as required.
- Oversee maintenance and operations for the Department's physical assets and ensure maximum risk management and due diligence is identified and assessed, mitigating potential liability exposure.
- Directs that all transportation and road network components (roads, bridges, equipment, buildings etc.) are in good repair and safe and that supplies are properly inventoried.
- Oversee water and wastewater supply and distribution system components are in good repair and safe and that supplies are properly inventoried.
- Employee performance reviews and appraisals and encourages employee training for current responsibilities and future succession planning initiatives.
- Ensures an inclusive, successful, and collaborative organizational culture while supporting a learning environment and positive employee relationships. Encourages all staff to seek efficiencies, continuous improvement and innovation in the operation and services provided by Public Works, Water and Sewer and Drainage.
- Arrange formal and informal communication mechanisms to meet with repeat and regular users of infrastructure and operations to encourage feedback on the quality of services and discuss problems and potential resolutions.
- Ensure that employees provide excellent customer service, and all citizen/taxpayer complaints are addressed in a professional and timely manner.
- Undertakes special projects and performs other duties as assigned in accordance with corporate objectives.
- Ensure a safe and healthy environment for employees and the public.

Preferred Qualifications

Education (degree/diploma/certifications)

- Post-secondary degree in Engineering or related discipline required, preferably by a Certified Engineering Technologist (CET),
- Certified Road Supervisor (CRS), or Project Management Professional (PMP) designation considered an asset.

Experience

- A minimum of seven (7) years of progressive senior management experience overseeing administration of Public Works function, including operations, water supply and distribution, sanitary sewage and treatment, storm water management and land development, preferably in a municipal or public sector environment.

COMPENSATION:

- Salary Range - \$114,376 - \$133,804.00 annually; offering a comprehensive benefits package and participation in OMERS

HOW TO APPLY

If you are an energetic person interested in bringing your knowledge and passion to the Municipality of North Middlesex, please apply for this position by submitting your cover letter and resume on our website:

Municipal Employment Opportunities: <https://www.northmiddlesex.on.ca/careers>

Closing Date: Monday, November 18, 2024 @ 12:00 p.m.

We thank all candidates in advance. However, only those candidates selected for an interview will be contacted.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.). Personal information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.