

Manager, Infrastructure, Development and Environmental Engineering

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

Job summary

Resumes are being accepted for the position of Manager, Infrastructure, Development and Environmental Engineering within the Engineering and Transportation Services Department. Reporting to the General Manager/City Engineer, this position will provide leadership and direct the work of a multi-disciplinary team to achieve cost effective, efficient and timely service delivery. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

Duties

Division Management

- Manage the Development Application Review and Engineering Approval processes by providing technical direction to staff, providing comments on applications and finalizing reviews.
- Oversee administration of subdivision and consultant agreements, monitor construction and ensure payments are made.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements, studies and standards and maintain continued contact with the industry regarding standards and specifications for land development. Assist with complex development files including liaison with the developer on unusual technical challenges on works with contentious cost, feasibility and/or scheduling issues.
- Assist in the preparation of the annual work program for division.
- Oversee project management of environmental engineering and the contaminated site program of work by setting appropriate goals, priorities and tasks; and by conducting progress reviews throughout.
- Manage the engineering review of grant applications under the Brownfield CIP.
- Oversee the infrastructure planning program, to provide engineering guidance and leadership for initiatives such as secondary plans, Environmental Assessments, and Master Plans (particularly for water/wastewater servicing and stormwater management).
- Manage the City's water and wastewater models, and provide technical guidance and input as required for service capacity reviews and infrastructure design outputs
- Oversee the City's stormwater service fee including, billing, collections, credits, rebates, marketing, education and outreach.

- Manage the stormwater infrastructure program of work, including stormwater pond retrofits, rehabilitation, monitoring, oil/grit separator monitoring and compliance, benchmarking, etc.
- Prepare reports and presentations on Infrastructure, Development, and Environmental Engineering items for Council, Community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Participate on technical committees in the development of policy, review of practices for Master Plans, Environmental Assessments, the Development Charges Background Study and other studies in regard to growth trends and servicing requirements.
- Other duties as assigned.

Leadership

- Provides visible and positive leadership to staff consistent with the commitments of the City's Leadership Charter, developing and nurturing a work environment that is inclusive, respectful and motivating for staff
- Provide leadership for the City's Building Partnerships program as it relates to the development approval process.
- Lead by example and function as a mentor to team members with focus on staff development.
- Responsible for staff supervision, including health and safety, performance appraisals, and training.
- Contribute to the departmental leadership team and corporate initiatives.
- Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Build and maintain positive working relationships with co-workers, other civic employees and public using principles of good customer service.
- Act as a technical resource to other departments and develop collaborative partnerships with senior levels of government, adjacent municipalities, residents, property owners, institutions, developers and businesses on matters relating to development and environmental engineering division.

Financial Management

- Develop and monitor operational budget for division and assist with divisional capital budget projects; develop the stormwater non-tax service fee rate budget.

Qualifications

- Considerable experience related to the duties listed above, normally acquired through a University Degree in Civil Engineering or related study and considerable experience in Environmental, Civil, and Development Engineering. Candidates with an equivalent combination of education and experience may be considered.
- Registered as a Professional Engineer with the Professional Engineers of Ontario or eligible for registration within 6 months.
- Experience leading and motivating staff.

- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Experience with Microsoft Office (Word, Excel, Power Point and Outlook).
- Excellent organizational and problem solving skills.
- Commitment to continuous improvement and customer service.
- Able to manage multiple and changing demands and priorities.
- Knowledge of the Occupational Health and Safety Act.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

Rate

\$110,730.31-\$138,412.88

How to apply

Qualified applicants are invited to apply using our **online** application system by **Sunday February 2, 2020**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.