

Position Profile

General Manager, Infrastructure & Operational Services

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for the newly-created, permanent, full-time position of General Manager, Infrastructure and Operational Services.

Reporting directly to the Chief Administrative Officer, the General Manager, Infrastructure and Operational Services is responsible for leading the Infrastructure and Operational Services Division, including but not limited to: strategic leadership, management and administration of a broad operations portfolio including Roads and Fleet, Parks and Facilities, Recreation, Capital Projects, and overseeing the Township's Water and Wastewater operations, currently administered by OCWA (Ontario Clean Water Agency).

Position Accountabilities

- Develops and implements Operational initiatives including managing and/or overseeing capital works, identifying and overseeing the review of special studies, programs and facilities, and ensuring public consultation/participation on same, reviewing and/or preparing associated reports.
- Develops and implements short and long term strategic organizational planning for the division and is responsible for the development and delivery of policies, programs, and services.
- Leads and directs the management of division staff, ensuring alignment with the Township's corporate vision, mission, and values.
- Participates as a member of Senior Management providing input on divisional and corporate planning and strategic initiatives, leads and/or participates on project teams.
- Directs the planning, financing, implementation, and maintenance of the Township's infrastructure.
- Oversees the municipality's water and wastewater operations, currently administered by the Ontario Clean Water Agency (OCWA).
- Assesses infrastructure installation, replacement, and maintenance needs.
- Manages capital growth-related projects throughout all stages; establishes project, approval, design, tender, contract, construction and/or commissioning.
- Oversees the implementation of programs related to asset management, parks maintenance/construction, parking lot/walkway/sidewalk snow removal, horticulture/arboriculture, facilities maintenance/construction, including arenas and parks, and recommends as appropriate associated service levels.
- Prepares, reviews, and recommends annual divisional capital and operating budgets and forecasts, and potential funding sources; implements and oversees the asset management program, monitors, analyses and administers approved divisional budget and reports on same; authorizes purchases and payment of accounts.
- Responds to enquiries, resolves complaints, and liaises with the public, staff, consultants, Senior Management, Members of Council, and community groups regarding infrastructure and operational matters.
- Prepares reports/makes recommendations and attends Council, Committees of Council, Senior Management, community group, public and/or other meetings as required.
- Ensures compliance with all relevant statutes and regulations including but not limited to the Safe Drinking Water Act, Ontario Water Resources Act, Canadian Standards, Accessibility Standards, and Building Code, Occupational Health and Safety Act, Environmental Protection Act, Highway Traffic Act, Minimum Maintenance Standards, and the Township's Drinking Water Licenses.
- Performs other duties as assigned by the Chief Administrative Officer.

Qualifications and Experience

- Bachelor of Engineering or other relevant discipline from an accredited University.
- Registered or licensed as a Professional Engineer (P.Eng.) in the Province of Ontario preferred.
- Five (5) to ten (10) years' experience at a senior management level in a municipal public works and/or similar municipal operations environment.
- Experience preparing/analyzing and administering capital and operating budgets.
- Thorough working knowledge of the applicable legislative/regulatory standards, including but not limited to Dangerous Goods Act, Highway Traffic Act, Provincial Minimum Maintenance Standards, Commercial Vehicle Operators Regulations, Municipal Act, TSSA Act, and Occupational Health and Safety Act.
- Knowledge of labour relations principles and practices and local government functions/responsibilities.
- Demonstrated understanding of roads, parks, corporate and community recreation facilities and fleet operations; working knowledge of financial planning for facility maintenance, revenue generation and benchmarking.
- Ability to deal effectively and discreetly with all stakeholder groups and business interests.
- Demonstrated negotiation, research, analytical and problem-solving skills.
- Ability to think and act strategically in a pressured environment, and to deal professionally and effectively with elected officials, businesses, the public/residents, staff, and other stakeholders; to build strong and supportive teams; and to foster and contribute to a positive, productive work environment.
- Availability to attend evening and/or weekend meetings or other events as required, and on a frequent basis, and to respond to major emergencies as required.
- Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook, and the Internet; familiarity with CADD/GIS software.
- Valid Class G driver's license in good standing and reliable vehicle to use on corporate business.

How to Apply

Submit your cover letter and resume in confidence to: David Howes, Partner, WMC davidh@wmc.on.ca

Closing Date

April 30, 2021

Accessible Accommodations

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.