



Career Opportunity – Internal/External Posting

Manager of Engineering Services Infrastructure Services

Position Summary:

Reporting to the Director of Infrastructure Services, the Manager of Engineering Services is responsible for the overall management, development and provision of services and programming for the Engineering Services department and for the creation and implementation of engineering policies and procedures within the organization. This position provides technical expertise and guidance to the Senior Leadership Team and Council to ensure the Municipality meets the present and future infrastructure needs of the community.

The Manager of Engineering Services is responsible for the design, development, budgeting, and construction of civil infrastructure capital projects, as well as the operations of the Engineering Services department. Specifically, the Manager is responsible for roads, sewers, transit and municipal drains. This position leads and coordinates Engineering Services employees to promote a work/life balance while maintaining effective operations and delivery of the various capital budgets.

Key Responsibilities:

- Responsible for the overall management, development and provision of services and programming for facilities related to the Engineering Services Department, including:
 - Roads, Traffic Signals/Lighting
 - Sewers and Stormwater Management facilities
 - Transit
 - Municipal Drains
- Establish present and future infrastructure needs for the Municipality.
- Responsible for the human resource management of the Engineering Services Department, including but not limited to planning, prioritizing and assigning work.
- Accountable for the health and safety of staff.
- Supervise, and provide technical expertise and direction, and schedule and approve work and projects of Engineering Services staff.
- Participate in the recruitment, training, development, and performance management of staff in coordination with the Organizational Excellence department.
- Responsible for the financial management of the Engineering Services department.
- Prepare, present, monitor, and evaluate annual capital and operating budgets.
- Set service level goals and monitor against financial targets as approved by Council.

- Manage capital projects/programs, including work assigned to others (contracts, etc.).
- Project variances to monitor and control budgets in conjunction with Finance staff.
- Develop a five-year capital replacement plan.
- Responsible for the customer service and administration components of the Engineering Services department.
- Ensure administrative procedures are maintained and followed as approved by Council.
- Review preparation of tender and contract documents in consultation with other team members.
- Develop and maintain a system to ensure public consultation for relevant operation projects.
- Liaise with the Communications and Corporate Identity department regarding communication plans, community engagement and consultation for engineering projects.
- Maintain operational statistics and record as necessitated through municipal and senior-level governments, i.e. grant applications.
- Prepare and present reports to Council.
- Review the Engineering Fee Schedule and permitting processes and introduce new processes and fees wherever necessary.
- Determine methods to correct large-scale roads, sewers, and drainage challenges within the Municipality.
- Plan, prioritize, and oversee the completion of technical studies in support of achieving strategic initiatives set by Council and the Senior Leadership Team.
- Act as the Municipality's final technical review authority for technical studies and design documents which fall outside of the scope of services provided by the project management and Engineering Technologist/Analyst staff.
- In coordination with the Legal Services department, review and resolve technical and contractual disagreements related to the delivery of Engineering Services projects.
- Act as a Professional Engineer (P. Eng.) responsible for review and oversight of select internally completed engineering design projects.
- Determine infrastructure inspection protocols and assist in the development of infrastructure repair and replacement planning while considering available operational budgets.
- Implement and administer infrastructure projects that contain a contribution from benefitting landowners.
- Supervise Drainage Superintendents and ensure municipal compliance to statutory requirements of the Drainage Act.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a university degree in Engineering.
- Must possess a Professional Engineers designation and be a member in good standing of the Association of Professional Engineers of Ontario.
- Must have a minimum of seven years' progressive, responsible managerial experience in the municipal field.
- Must have experience demonstrating effective organizational and leadership skills.
- Ability to establish and maintain effective working relationships with a diverse group of internal and external customers.
- Must have experience demonstrating effective written and verbal communication skills as well as presentation skills.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Must be familiar with applicable industry workplace standards such as the Municipal Act, Drainage Act, Occupational Health and Safety Act, other legislative requirements, etc.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Must have experience coaching and motivating people.
- Knowledge and administration of Municipal bylaws would be an asset.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week. Some travel and attendance at evening meetings is required. Lieu time is capped at 70 hours annually.

Employee Group:

Non-union.

Salary Range:

\$138,773.96 to \$162,345.51 (2026 Rates)

Closing Date:

Applications must be received by 11:59 PM, Tuesday, February 10, 2026.

Reason for Vacancy:

Existing vacancy.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761